

SECTION:	Human Resources	
TOPIC:	Faculty Evaluation Procedures	
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RECONFIRMED DATE:		
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<i>Original signed by Lance Carlson President</i>		

PREAMBLE: Teaching, creative and/or professional activities and research, together with the dissemination of those activities in forms and by means appropriate to the discipline, represent important obligations of the faculty member. These activities are intertwined and mutually supportive.

Active involvement in creative and/or professional activities and research underpins the faculty member's creative and academic growth and artistic development and assists in the identification or articulation of developments in creative practices and ideas associated with the member's discipline.

The activity of teaching imposes on the faculty member the obligation that ideas are made explicit and their relationship to creative practice and /or current literature clarified. Faculty member's contributions to the responsibilities of teaching, creative and/or professional activities and research will likely be greatly enhanced if the faculty member is seen to be committed to all of these activities. The benefits to both society and to students, which may result from commitment and active involvement in these areas, cannot be overemphasized, as well as the commitment to college service.

PART I: STUDENT COURSE EVALUATION

PURPOSE: The Alberta College of Art & Design mandates that a process of student course evaluation takes place for credit courses each semester.

PROCESS:

- 1.1 Student course evaluations will occur each semester.
- 1.2 Student course evaluation forms will be distributed to students in all scheduled credit courses during the 12th and 13th week of each semester.
- 1.3 A member of the Students' Association (ACADSA) will be asked by the Instructor of each course to be evaluated to deliver the forms to students in that course during class hours. The faculty member shall provide class time for the completion of the forms and shall not be present in the room during this time.
- 1.4 The completed student course evaluation forms shall be collected by the ACADSA member who handed out the forms, sealed in the envelopes provided, and immediately delivered to the office of the Vice-President, Research and Academic Affairs.
- 1.5 The completed evaluations will be reviewed by the Vice-President, Research and Academic Affairs or a supervisor as designated by the Vice-President, Research and Academic Affairs.
- 1.6 The Student Course Evaluation will, after final grades for the assessed course have been submitted to the Registrar's office, be made available to faculty and Chairs/Heads in the following timeframes:
 - a. For course evaluations conducted in the fall semester, the results of the Student Course Evaluation will be made available to the faculty member by January 15th.
 - b. For course evaluations conducted in the winter semester, the results of the Student Course Evaluation will be made available to the faculty member by May 15th.
- 1.7 Following the availability of the student course evaluations to the faculty members affected, the Vice-President, Research and Academic Affairs will distribute the course evaluations to the Chair and/or Head of the appropriate department. The Chair and/or Head will review the evaluations with the faculty member in conjunction with their faculty annual review.

FORMAT:

- 1.8 The student course evaluations will be course related and developed and revised by the Head of the major in which the course is given. The intent of this responsibility is to ensure that student course evaluation forms may be as relevant

as possible to the major and the faculty member teaching that course. All student evaluation forms need to be developed and revised in consultation with the Department Chair and accepted by the Vice-President, Research and Academic Affairs. Heads are expected to seek student and faculty input in the development of these forms.

- 1.9 Student areas of evaluative strengths are seen in assessing instructional delivery skills and instructional design skills (eg. delivery of syllabus as evidenced by their classroom experience).

Subject to the terms of the Freedom of Information and Protection of Privacy Act (FOIPP), the results of the Student Course Evaluations shall be placed in the respective faculty member's evaluation file. Such information will be used for the purposes of scheduled assessments by the Head and/or Chair and for formal written assessments and recommendations for the Vice-President, Research and Academic Affairs. Such information may be used or referred to during any appeal by a faculty member resulting from or in relation to an evaluation by the Department Chair or Vice-President, Research and Academic Affairs that is designated as open for appeal in any approved procedure.

Disposition of the student course evaluations shall be in accordance with the Board of Governors / ACAD Faculty Association Collective Agreement

PART II: FACULTY ANNUAL REPORT

PURPOSE: Alberta College of Art & Design requires that the following faculty members submit each year an Annual Report on those college responsibilities that are in accordance with their category of appointment

- a. A full or part-time permanent appointment, including those who were on sabbatical leave during the reporting year (see 1.3 below);
 - i. January 1 to December 31
- b. A full or part-time sessional appointment who is currently employed at the College with a contract of one semester or more, and who was also employed at the College during the year to be reviewed with a contract of one semester or more.
 - i. July 1 to June 30

PROCESS:

1. REPORTING STRUCTURE

- 1.1 Each permanent faculty member shall submit his/her Annual Report by no later than March 15th for the preceding calendar year to the Office of the Vice-President, Research and Academic Affairs. Each sessional faculty member shall submit his/her Annual Report by no later than October 15th for the preceding academic year to the same office.
- 1.2 In the case of sabbatical leaves, faculty is required to submit their Annual Report prior to leaving, reporting on the year up to the date of the commencement of their sabbatical. A full report of their sabbatical leave creative and/or research activities must be submitted with the Annual Report following their sabbatical.

Faculty members who fail to submit their Annual Report, or fail to submit it by the due date, will adversely affect the assessment and recommendation relating to their performance.

2. FORMAT OF THE REPORT

This report will be a self-evaluation reflecting on the faculty member's performance in the areas of teaching, creative and/or professional activities, research and service to the college. This report may also state personal professional and educational goals for the coming academic year.

The report will include a consideration of the following for the period being reported:

- Student evaluations
- Professional and/or Creative Activities
- Research

- Position description (eg for faculty-based supervisory positions)
- Departmental strategic plans and/or initiatives
- College strategic plans
- Service and committee responsibilities.

The report may also reflect on the attainment of the professional and educational goals stated in the previous Annual Report.

3. USES OF THE ANNUAL REPORT

The use of the faculty member's Annual Report will be subject, at all times, to the Freedom of Information and Protection of Privacy Act.

- 3.1 The Annual Report shall be used for preparing evaluations and recommendations for the Vice-President, Research and Academic Affairs.
- 3.2 The Annual Report will be the basis of an annual dialogue between the faculty member and their chair to enhance their effectiveness in their position and to assist in the evaluation of the faculty member during their probationary period.
- 3.3 The Annual Report shall be made available to the Faculty Evaluation Appeals Committee as required.
- 3.4 If the Annual Report is to be made available beyond either the office of the Vice-President, Research and Academic Affairs, parties directly involved in the evaluation process, or the Faculty Evaluation Appeals Committee, the faculty member's permission must be sought and granted.

PART III: EVALUATION PROCESS

PURPOSE: The Alberta College of Art & Design requires that all faculty be regularly evaluated on teaching, creative and/or professional activities, research and service.

PROCESS: The basis of this process is an ongoing dialogue between each faculty member and his/her area Head. This informal dialogue will be enhanced by the following:

- an annual meeting between the faculty member being evaluated and the Chair or Head to review the past year's performance and is supported by a written summary to aid in the preparation of the formal written evaluation. This summary must be signed by the faculty member acknowledging the substance of the summary, and the summary shall be kept in the Office of the VPRAA and made available to the Chair for all formal written evaluations.
- a formal written performance evaluation of each faculty member by their Chair submitted to the Vice-President, Research and Academic Affairs on the following schedule
 - o all permanent faculty every third year
 - o all permanent faculty on probation every year
 - o all sessional faculty on yearly or single semester contracts every year
 - o all sessional faculty on multi-year contracts every second year

The Faculty Evaluation Appeals Committee is the body to which a faculty member may appeal an evaluation that has been accepted by the Vice-President, Research and Academic Affairs.

All faculty will be evaluated on the following categories:

- Teaching
 - o teaching and teaching related responsibilities
- Creative and/or Professional Activities
 - o those activities normally understood to comprise both the production and the dissemination of such activity in forms and by means appropriate to the specific endeavor or discipline
- Research
 - o the engagement of inquiry, investigation and scholarship into creative activities and the dissemination of these in forms and by means appropriate to the discipline, and which can be demonstrated to have a significant impact or influence on the work of peers, policy and practice
- Service
 - o Involvement with service responsibilities to the college

The relative weighting of each of these categories, to be determined in consultation with the Department Chair, Program Head and the faculty member, in reaching an overall evaluation of performance will be recommended by the Head of the Major (in consultation with the Department Chair and as accepted by the Vice-President, Research and Academic Affairs) in relationship to the relevance of each of these four

categories being evaluated to the discipline and the appointment of the faculty member being evaluated.

The following stakeholders are seen as contributors to this process within the following defined areas of strength in which they may competently evaluate a faculty member's performance:

Students:

- Instructional delivery skills
- Instructional design skills (e.g. delivery of syllabus as evidenced by their classroom experience)
- Dissemination of course content

Peers and Heads and Chairs:

- Instructional design skills
- Professional Development and /or Creative Activities
- Research
- Course management
- Course content
- Instructional Design
- Service
- Collegiality
- Relevant Academic strategic plans
- College strategic plan

Formal Evaluative Components

- Students
 - Student evaluation will be accomplished primarily through Student Course Evaluations.

- Chairs
 - Chairs will review and respond to the informal ongoing dialogue and the annual meetings between the faculty member being evaluated and their Head/Chair, the student course evaluation forms and the faculty member's Annual Reports. The Chair shall submit the written evaluation as required to the Vice-President, Research and Academic Affairs within one month of the scheduled submission date of the Faculty Annual Report by the faculty member and as outlined in this procedure. The Chairs assessment will reflect on those areas defined as areas of his/her evaluative competence, as well as reflecting on the student course evaluations.

The written recommendation that the Department Chair makes to the Vice-President, Research and Academic Affairs on these evaluated areas of performance of the faculty member will involve a recommendation of one the following:

That the performance of the faculty member is:

- 1 Satisfactory
 - a. This denotes that the faculty member has performed within what is reasonably considered to be a professional standard required of the faculty member's contractual obligations.
- 2 Unsatisfactory
 - a. This denotes that the faculty member is performing at standards below what is reasonably considered to be a professional standard. A recommendation of unsatisfactory performance would constitute a warning to a faculty member that performance must be improved.
- 3 Unacceptable
 - a. This denotes performance by a faculty member that is considered to be unacceptable in relation to the contractual obligations of the faculty member and in relation to the educational mandate of the institution.

The Vice-President, Research and Academic Affairs will then consider the recommendation together with the Department Chair's general assessment and evaluation of the performance of the faculty member, the faculty member's Annual Report and all course evaluations in the year under review.

Following due consideration the Vice-President, Research and Academic Affairs will confirm or deny the Chair's recommendation. If the recommendation of the Chair is denied, the Vice-President, Research and Academic Affairs will propose a new recommendation. In the event that there can be no agreement between the Chair and the Vice-President, Research and Academic Affairs the matter will be referred to the Faculty Evaluation Appeals Committee.

Unsatisfactory Performance

- Such a recommendation that is accepted by the Vice-President, Research and Academic Affairs, or if appealed is upheld by the Faculty Evaluation Appeals Committee, would mandate a meeting between the faculty member, the Chair making the recommendation, and the Vice-President, Research and Academic Affairs to discuss potential remedial opportunities

Unacceptable Performance

- A final recommendation of unacceptable performance is a very serious matter and denotes performance by a faculty member that is judged to be academically and professionally deficient and therefore unacceptable. Because of the serious nature of this recommendation, such a finding that is accepted by the Vice-President, Research and Academic Affairs is automatically subject to appeal. Should the Faculty Evaluation Appeals Committee uphold the finding of unacceptable performance, this recommendation will be forwarded to the President with a recommendation from the Vice-President, Research and Academic Affairs as to further action.

PART IV: PROBATIONARY PERIOD – PERMANENT TRACK APPOINTMENTS

PURPOSE: The Alberta College of Art & Design requires that all faculty hired into a permanent faculty position (permanent track appointment) must first serve a probationary term.

PROCEDURE: A faculty member hired into a permanent track appointment will be offered a first appointment of three (3) years. This period is the probationary period.

Following completion by the faculty member of the second (2) year of the member's appointment as a permanent track appointee, the Chair of the Department in which the initial appointment was made shall recommend to the College's Vice-President, Research and Academic Affairs in writing, with a copy to the faculty member, one of the following:

- a) that the permanent appointment of the faculty member be confirmed as of July 1 following the completion of the initial three (3) year appointment of the probationary period;
- b) that due to unsatisfactory performance, no further appointment be offered to the faculty member following completion of the third (3rd) year of their probationary period; or
- c) that the probationary period be extended by one (1) year for further evaluation and assessment.

In the event that the Chair recommends that no further appointment be offered, the faculty member shall have ten (10) days from formal receipt of the written recommendation to file his/her intent to appeal to the Vice-President, Research and Academic Affairs. That appeal will be referred to the Faculty Evaluation Appeals Committee who will consider recommending one of the following to the Vice-President, Research and Academic Affairs:

- a) that the probationary period be extended by one (1) year for further evaluation and assessment: or
- b) that no further appointment be offered to the faculty member

After considering the recommendation of the Chair of the Department and any recommendation from the Faculty Evaluation Appeals Committee, and after full consideration of the record of the faculty member in teaching, research, creative and/or professional activities and service to the College of the two (2) years since appointment, the Vice-President, Research and Academic Affairs shall make one of the following recommendations to the President:

- c) that a permanent appointment be offered to the faculty member;
- d) that due to unsatisfactory performance of the faculty member while serving her/his probationary period, no further appointment is offered;

- e) that the probationary period be extended by an additional one (1) year.

In the event that the President decides that the faculty member be offered a permanent appointment, the appointment will commence on July 1 following the decision of the College President

In the event that the President decides that a faculty member not be offered a permanent appointment, the faculty member's contract of employment with the College will terminate on June 30th following the decision of the College President. This decision is not open to appeal.

In the event that the probationary period is extended by an additional year, the President will, following the completion of the additional probationary year, consider the recommendation of the Vice-President, Research and Academic Affairs and with full consideration of the record of the faculty member in teaching, research, professional and/or creative activities and service to the College since initial appointment, make one of the following decisions:

- g) that a permanent appointment be offered to the faculty member; or
- h) that no further appointment is offered.

In the event that a permanent appointment is offered to the faculty member, the appointment will commence on the July 1st following the decision of the College President.

In the event that the faculty member is not offered a permanent appointment, the faculty member's contract of employment at the College will terminate on the June 30th, following the decision of the College President . This decision is final and binding

SPECIAL CONSIDERATIONS WHILE SERVING A PROBATIONARY PERIOD

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 Vice-President, Research and Academic Affairs and on the acceptance of such recommendation by the college President.

PART V: FACULTY EVALUATION APPEALS COMMITTEE

- PURPOSE:** The Alberta College of Art & Design requires, in its commitment to the principle and responsibility of providing regular and effective evaluation of faculty, and in acknowledgement of the principle of the right of appeal, the creation of a Faculty Evaluation Appeals Committee.
- MANDATE:** The mandate of the Faculty Evaluation Appeals Committee is to hear and recommend the outcome of an appeal made by a faculty member against one of the following recommendations taken by the Chair and accepted by the Vice-President, Research and Academic Affairs, in respect of the faculty member's performance:
- That the faculty member's performance is unsatisfactory
 - That the faculty member's performance is unacceptable.
- MEMBERSHIP:** The membership of the Faculty Evaluation Appeals Committee will be as follows:
- The Vice-President, Research and Academic Affairs (Committee Chair and Ex-officio member)
 - The Chair of the Department of Design (Ex-officio)
 - The Chair of the Department of Fine Arts (Ex-officio)
 - The Chair of the Department of First Year Studies (Ex-officio)
 - The Chair of the Department of Liberal Studies (Ex-officio)
 - The Chair of the Department of Media Arts and Digital Technologies (Ex-officio)
 - Three (3) elected members of the Alberta College of Art & Design Faculty Association (ACADFA) – permanent faculty only; (no more than one from any one Department) ; and
 - One (1) elected member from the Alberta College of Art & Design Students' Association (ACADSA).
- PROCESS:** A faculty member wishing to lodge an appeal against one of the recommendations made by the Department Chair and accepted by the Vice-President, Research and Academic Affairs indicated above must serve notice in writing to the Chair of the Faculty Evaluation Appeals Committee of their intent to appeal the decision. This must be served within one (1) calendar month of the faculty member being notified, in writing, of the Department Chair's Evaluation being accepted by the Vice-President, Research and Academic Affairs. The faculty member must also include:
- The basis and argument on which the appeal is being made, and
 - Any documentation or evidence in support of the appellant's case for an appeal that was not available and/or seen by the Department Chair or Vice-President, Research and Academic Affairs in arriving at the recommendation.
 - Any supporting materials from peers.

PROCEDURES:

In all cases, the FEAC must hear the cases in full. Due to the seriousness of these hearings, all members are mandated to attend the scheduled meetings unless there are extreme personal circumstances that would prevent their attendance. Under such circumstances, the constituent group that the affected individual represents must propose a replacement that is acceptable to the members of the FEAC.