

***CHAMPLAIN REGIONAL COLLEGE***  
***OF GENERAL AND VOCATIONAL EDUCATION***



***FACULTY EVALUATION POLICY***

This is policy was adopted for the first time by the Board of Governors' resolution number 2368 on June 15, 2007.

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**PREAMBLE**

Champlain Regional College is committed to providing the highest quality of education to its students in conformity with its Mission, Values and Vision Statement. Faculty evaluation is intended to be of assistance to professors in all aspects of their professional responsibilities and development. This policy builds upon the established tradition and expertise in the areas of evaluation already present at Champlain Regional College.

This policy conforms to a regulation under Article 18.02 of the College Act. Article 1 of the regulation requires the College to adopt a policy concerning unionized personnel that includes provisions concerning the hiring, orientation, evaluation and professional development of employees. In compliance with this regulation, Champlain Regional College passed an amendment to Bylaw 4 that states that:

“For support, professional and teaching personnel, the Director . . .

shall be responsible for the development, revision and implementation of the relevant evaluation policies. According to criteria established in these policies, each employee’s performance must be evaluated periodically, particularly when a decision must be made to grant permanent status to an employee.”

This policy establishes a common framework for all campuses while allowing for local flexibility in the following areas: local evaluation procedure, evaluation tools, and criteria added to those in Article 7.

**1.0 DEFINITIONS**

1.1 *The College:* Champlain Regional College of General and Vocational Education (Bylaw 1), represented for the purposes of this policy by the administrators at both College administration and local administrations.

1.2 *Faculty:* All regular day program professors regardless of status.

1.3 *Department:* As indicated in the collective agreements.

1.4 *Local Evaluation Procedure:* Procedure provided for in Chapter 6.

1.5 *The Union:* Accredited union at each campus.

1.6 *Initial Evaluation Period:* First six (6) semesters of employment at a given location of the College.

1.7 *Designated Dean:* The Dean designated by the Campus Director to be responsible for the local evaluation procedure.

1.8 *Evaluator(s)*: The individual(s) as designated in the local evaluation procedure.

1.9 *Final Evaluation Summary*: Synopsis of the results as well as suggestions or recommendations.

process and confidentiality of the results;

3.1.2 trust and respect;

3.1.3 respect of the rights and obligations described in the collective agreement;

3.1.4 confidentiality by and for all parties concerned.

## 2.0 OBJECTIVES

2.1 This policy is intended to:

2.1.1 provide for formative evaluation for all faculty;

2.1.2 provide information for decisions related to employment priority during the initial evaluation period;

2.1.3 identify professional development needs and opportunities;

2.1.4 establish a framework for evaluation practices throughout the College, while recognizing the need for flexibility in the implementation at each campus.

2.2 The evaluation framework:

2.2.1 specifies the role, responsibilities and accountability of all those concerned;

2.2.2 outlines the evaluation procedure;

2.2.3 defines the faculty evaluation criteria.

3.2 The results of this policy may not be used for disciplinary procedures.

## 4.0 RESPONSIBILITIES/JURISDICTION

4.1 The College assumes the responsibility for the development, implementation and revision of the policy.

4.2 The Campus Directors at their respective location are responsible for the application of the policy.

4.3 The Campus Directors at their respective location designate a Dean who assumes the responsibility for the evaluation process.

4.4 The College recognizes that the distribution of responsibilities and the evaluation procedure may vary from location to location; consequently, the Campus Directors at their respective location, in collaboration with the Director of Human Resources/Secretary General, the Deans and faculty where applicable:

4.4.1 establish the local evaluation procedure provided for in Chapter 6;

4.4.2 ensure the application of the local evaluation procedure;

4.4.3 ensure the revision of the local evaluation procedure.

## 3.0 PRINCIPLES

3.1 The application of this policy respects the following principles:

3.1.1 equity in the application of the policy, transparency of the

4.5 The professor being evaluated participates in the process.

## 5.0 FREQUENCY OF EVALUATION

5.1 All professors who have completed the initial evaluation period are evaluated at least once every five (5) years.

5.2 During the initial evaluation period, professors are evaluated in at least four (4) of the first six (6) semesters of employment at a given location at the College.

5.3 The designated Dean, in consultation with Department Coordinators and the Director of Human Resources/ Secretary General, establishes the annual schedule of faculty evaluation.

## 6.0 EVALUATION PROCEDURE

6.1 The designated Dean:

6.1.1 establishes and where required revises the annual schedule of faculty evaluation in consultation with the Department Coordinators and the Director of Human Resources / Secretary General no later than the beginning of the academic year;

6.1.2 ensures that professors being evaluated are informed in writing, prior to the first day of class;

6.1.3 ensures that the newly hired faculty are informed of this policy at the time of hiring;

6.1.4 provides support and assistance to evaluator(s), departments and faculty in the implementation of this policy;

6.1.5 coordinates the development, the application and the revision of the local evaluation procedure.

6.2 The designated Dean and, where provided for in the local evaluation procedure, the evaluator(s):

6.2.1 meet with the professor who is in the initial evaluation period to give feedback and discuss the evaluation within a period appropriate for hiring purposes;

6.2.2 meet with the professor who has completed the initial evaluation period to give feedback and discuss the evaluation as soon as possible, but no later than the fourth week of the following semester;

6.2.3 determine if professional development is needed and make recommendations where appropriate;

6.2.4 determine if an improvement action plan is needed and finalize the plan with the professor.

6.3 The evaluator(s):

6.3.1 respect(s) this policy and the local evaluation procedure;

6.3.2 assume(s) the specific responsibilities defined in the local evaluation procedure;

6.3.3 submit(s) the final evaluation summary of the results including recommendations, if any, to the designated Dean.

6.4 The professor:

6.4.1 provides the documents required to complete the evaluation process;

6.4.2 may request a second meeting with the evaluator(s) to discuss or respond to the evaluation; the professor has up to ten (10) working days following the meeting with the evaluator(s) to send a written response which will

be included in the final evaluation summary;

6.4.3 accounts to the designated Dean as to how any of the suggestions and recommendations or improvement action plan were addressed within one (1) year of the evaluation;

6.4.4 works on an improvement action plan, if needed.

6.5 The local evaluation procedure must include the following:

6.5.1 who will be the evaluator(s) (e.g. evaluation committee, the Dean, the Department Coordinator, external resource, etc.);

6.5.2 which duties under section 6.2 the designated Dean may share with the evaluator(s);

6.5.3 what information is provided to faculty throughout the evaluation process and when it will be made available;

6.5.4 how the evaluation procedure is to be implemented, including the tools to be used as outlined in Chapter 8;

6.5.5 what additional evaluation criteria beyond those in Chapter 7 will be used.

## 7.0 EVALUATION CRITERIA

The common criteria to be used at all locations are listed below. Locations may include additional criteria to meet campus needs.

### 7.1 Criterion 1: Professional Practice

The professor is:

7.1.1 available during scheduled office hours;

7.1.2 respectful toward students, faculty and staff;

7.1.3 open to feedback and demonstrates willingness to adjust;

7.1.4 supportive of student learning.

### 7.2 Criterion 2: Knowledge of the Discipline

The professor:

7.2.1 assures course content reflects current theory and practice in the context of developments in the discipline;

7.2.2 links theory with practice;

7.2.3 situates the course content within a broader scope of its related discipline and program;

7.2.4 answers questions effectively.

### 7.3 Criterion 3: Pedagogy

The professor:

7.3.1 communicates effectively;

7.3.2 prepares for each class;

7.3.3 covers course content that meets the program objectives and course competencies;

7.3.4 follows the course outline, including the course content, the weighting (*pondération*), and the methodology;

7.3.5 devises teaching strategies and learning activities that meet different learning needs and styles;

7.3.6 remains focussed on relevant subject matter;

7.3.7 maintains an environment that is conducive to learning;

7.3.8 addresses and manages disruptive behaviour promptly and effectively.

#### **7.4 Criterion 4: Student Evaluation**

The professor provides students with:

7.4.1 a variety of formative and summative evaluation methods, such as tests, assignments, oral presentations, projects, essays, research papers, etc.;

7.4.2 regular, interspersed evaluations that are scheduled at the beginning of the semester;

7.4.3 summative evaluation criteria and deadlines for submission, prior to or concurrently with assignment instructions;

7.4.4 timely, relevant, and clear feedback.

#### **7.5 Criterion 5: Non-teaching Responsibilities**

The professor:

7.5.1 respects non-teaching activities described in the relevant collective agreement;

7.5.2 respects College Bylaws as well as College, department and program policies and procedures.

### **8.0 DATA COLLECTION TOOLS AND SOURCES OF INFORMATION**

8.1 To ensure the overall quality of the evaluation, more than one source of information and data collection tool must be used. The minimum College-wide requirements for all evaluations under this policy are as follows:

8.1.1 a student questionnaire, administered in the second half of a given semester to at least 2/3 of

the students, to gather information concerning pedagogical matters about which students have direct knowledge;

8.1.2 at least one of the following sources of information and data collection methods:

8.1.2.1 direct observation of the professor in the classroom / laboratory settings by evaluator(s);

8.1.2.2 content analysis of documents and other pedagogical material prepared and used by the professor;

8.1.2.3 an interview by the evaluator(s) with the professor being evaluated;

8.1.2.4 professor's self-evaluation (e.g. department, program, College contribution);

8.1.2.5 a questionnaire for peer evaluation to gather information concerning professional matters about which colleagues in the same department(s) and program(s) have direct knowledge;

8.1.2.6 a questionnaire for administrative input into the evaluation, to gather information concerning matters about which the administration has direct knowledge.

8.1.3 in locations where self-evaluation is not a compulsory tool, a professor may choose to submit a self-evaluation.

8.2 Each location establishes its own campus-wide specific requirements regarding data collection, tools and sources of information based on College-wide requirements, the evaluation criteria as

defined in the Chapter 7 of this policy, and collective agreement obligations.

## **9.0 ACCESS TO AND CONSERVATION OF THE DATA AND RESULTS OF THE EVALUATION**

9.1 The evaluation data, results and final evaluation summary are confidential.

### **9.2 Initial Evaluation Period**

9.2.1 Only those individuals who are directly involved in the evaluation process or who are responsible for decisions related to employment priority in this initial evaluation period have access to data and results of the evaluation:

9.2.1.1 the professor being evaluated;

9.2.1.2 the evaluator(s);

9.2.1.3 the designated Dean;

9.2.1.4 the Campus Director;

9.2.1.5 the Director of Human Resources/Secretary General;

9.2.1.6 the Director of Studies.

9.2.2 A copy of the final evaluation summary is kept locally in the individual's personnel file. All other relevant documents and data are archived as described in the College conservation calendar under the authority of the designated Dean for a period of five (5) years. In the case where an outside evaluator is used, the documents may be archived by the external evaluator.

### **9.3 Subsequent Evaluations**

9.3.1 To preserve confidentiality and to protect the formative nature of the evaluation, only the person being evaluated and the

evaluator(s) have complete access to all the data.

9.3.2 The designated Dean receives a final evaluation summary and assumes responsibility for the confidentiality of that report.

9.3.3 In order to respect their legal responsibilities only the following persons may have access to the final evaluation summary submitted by the evaluator(s):

9.3.3.1 the designated Dean;

9.3.3.2 the Campus Director;

9.3.3.3 the Director of Studies;

9.3.4 The Director of Studies and/or the Campus Director must make a request to the Secretary General in order to have access to the final evaluation summary.

9.3.5 A copy of the final evaluation summary is kept locally in the individual's personnel file. It is archived as described in the College conservation calendar under the authority of the designated Dean for a period of five (5) years.

## **10.0 IMPLEMENTATION AND REVISION**

Subject to the adoption of the policy by the Board of Governors, the first evaluations will be conducted in the Winter 2008 semester. The policy will be revised as needed.