

## **ARTICLE 7 - FACULTY AND ACADEMIC PROFESSIONAL ASSESSMENT**

- 7.1 General. The purposes of assessment are to provide the employee with feedback concerning job performance; to provide the College administration with guidance in staffing, planning and budgeting; and to assure excellence in the delivery of service.
- 7.11 This Article applies to full-time Faculty members and Academic Professionals (including probationary, continuous, special probationary, special continuous and three-term temporary employees) and part-time Faculty members.
- 7.12 For teaching Faculty, the primary purpose of assessment is to enhance the quality of instruction. The Faculty and Management have a common goal of excellence in instruction, leading to student success.
- 7.2 Part-time Faculty Assessment
- 7.21 Assessment shall consist of a review of the performance of assigned job duties and related responsibilities, in accordance with Article 5. For each subject area taught, Instructors are to be assessed by each department and/or campus based on the Instructor's length of employment at that department/campus.
- 7.22 Initial Assessment. The initial assessment of Faculty members will happen by the end of their second term of employment. Management may designate the Faculty department chair or another appropriate Faculty member to conduct this assessment. The assessment will include, at a minimum, some form of student evaluation and, unless exceptional circumstances preclude, a classroom visit. (Additional assessment tools are listed in 7.28.) A written summary of any observation or report will be given to the Faculty member.
- 7.23 Third-Year Assessment. All part-time Faculty members will be assessed during their third year of employment. Management may designate the Faculty department chair or another appropriate Faculty member to conduct this assessment. The assessment will include, at a minimum, some form of student evaluation and a classroom visit. (Additional assessment tools are listed in 7.28.) A written summary of any observation or report will be given to the Faculty member.
- 7.24 Subsequent Assessments. All part-time Faculty members will be assessed every three years, with approximately one-third of these subsequent assessments in each division conducted each year. Management may designate the Faculty department chair or another appropriate Faculty member to conduct these assessments. Assessments will include, at a minimum, some form of student evaluation and a classroom visit. (Additional assessment tools are listed in 7.28.) A written summary of any observation or report will be given to the Faculty member.
- 7.25 Assessment for Assignment Rights. An eligible Faculty member who wishes to obtain assignment rights (see Article 4.1) must request and receive a full assessment by the Division Dean or Administrative Supervisor, before such assignment rights will be given.
- 7.251 The request must be made one full term in advance of the term in which the Faculty member believes he/she will be eligible to receive assignment rights.
- 7.252 Assessment for assignment rights will include a Management assessment and a self-assessment. The Administrative Supervisor may use work area visitations to support the Management assessment. The Administrative Supervisor and the employee will agree on other methods to be used to gather information for both

assessments, which may include peer observations, some form of student evaluation, student work, student focus group discussions, among others. Management and self-assessments for Faculty members will include some form of student feedback, consistent with Article 5.1, 5.3 and 5.4.

- 7.253 A copy of the full assessment will become part of the employee file.
- 7.254 The assessment for assignment rights will be in lieu of the third-year or subsequent assessment, depending on the year in which it is requested and when such assessments would coincide. If the third-year or subsequent assessment has been conducted within the twelve months preceding the assignment rights assessment, the elements of the previously completed assessment may be used for the assignment rights assessment.
- 7.26 Assessment Conference. If desired by either the Faculty member or supervisor, the Faculty member will meet with the supervisor to discuss the results of the assessment and the Faculty member's plans for professional development.
- 7.27 A Faculty member may respond in writing to any element of his/her assessment. This response shall be placed in the employee's file.
- 7.28 Assessments may include but are not limited to some form of student evaluation, work area observations, self assessments, peer observations, portfolio presentations and Management observations.
  - 7.281 Work area observations may be done by full-time or senior part-time peers or industry experts as long as the Faculty member knows in advance that such observations are planned. If part-time Faculty members are used, they will be compensated for time spent in observing. Management may make work area observations whenever they deem it appropriate.
  - 7.282 If student evaluations are used, they will take place after the fifth week of the term and will be done at least once per academic year. This limitation will not apply to short term or modular courses. Faculty members will be given the results of these student evaluations as soon as possible after the end of the term.
  - 7.283 Peer or administrative assessments may occur at any time during the term.

### 7.3 Part-time Academic Professional Assessment

- 7.31 The Assessment provisions of Article 7.4 of this Agreement shall apply to probationary, continuous, special probationary and special continuous part-time academic professional appointments.
  - 7.311 Part-time academic professionals with temporary appointments shall be provided with a written management assessment within 30 days of the conclusion of the temporary appointment.

### 7.4 Full-time Faculty/Academic Professional Assessment

- 7.41 The assessment shall consist of an Assessment Plan and an Assessment Review. The elements to be assessed in each will include:

- 7.411 The performance of assigned job duties and related responsibilities, in accordance with Article 5. These include adherence to College policies and procedures and responsibility for fostering safety, non-discrimination, cultural awareness and diversity in both the work place and in the educational environment.
  - 7.412 Professional development activities. This will include maintenance of certification or licensure and upgrading skills which may occur through a wide range of activities to keep pace with changing technology/knowledge in the discipline. (See Article 5.12.)
  - 7.413 College Service. This includes such activities as participation on College or campus committees, division/department activities, student-related activities and other duties which enhance the College.
- 7.42 Probationary/Temporary Employees
- 7.421 Assessment Cycles
    - 7.4211 Temporary staff (three term only) will be assessed in the last term of employment. All elements of assessment will be considered. However, the major focus of the assessment will be the performance of assigned job duties.
    - 7.4212 Probationary staff will be assessed annually.
  - 7.422 Assessment Plan. The assessment plan shall be developed by the employee in consultation with the Administrative Supervisor and shall describe the assessment methods to be used and the professional development activities to be completed. This package shall be reviewed annually and will be modified as needed to meet mutual needs.
    - 7.4221 The assessment plan for probationary employees (including those on special appointments, and full-time temporary employees on assignments of at least three terms) shall be developed during the first term of employment.
    - 7.4222 The Administrative Supervisor shall assess the educational background and work experience of the employee. Together, they will determine what activities will be used in the professional development component of the assessment plan, and how these activities will be supported by the Administrative Supervisor.
    - 7.4223 A copy of the assessment plan, including any subsequent revisions, shall be forwarded to the Human Resources Department for inclusion in the employee's official Employee File.
  - 7.423 Assessment Review. The assessment review will include a Management assessment and a self-assessment. The Administrative Supervisor may use work area visitations to support the Management assessment. The Administrative Supervisor and the employee will agree on other methods to be used to gather information for both assessments, which may include peer observations, some form of student evaluation, student work, student focus group discussions, among others. Management and self-assessments for Faculty members will include some form of student feedback, consistent with Article 5.34.

- 7.424 Assessment Conference. The assessment conference will take place at a date and time specified by the Administrative Supervisor.
- 7.4241 At the assessment conference, the employee will provide the Administrative Supervisor with documented evidence of progress toward completion of the plan. Documents may include letters of peer support, transcripts and certifications of completion, etc.
- 7.4242 The timelines for submitting supplementary documents and for the assessment conference will be set by the Administrative Supervisor. In the event the assessment package is not completed by March 1, a progress report will be submitted to the Executive Officer through administrative channels and a copy provided to the employee.
- 7.4243 At the assessment conference the activities in the assessment plan will be reviewed. Multi-year plans will be reviewed and modified as necessary. The methods of assessment will be determined for the following year.
- 7.4244 The management assessment shall be signed by the administrator and by the employee. For probationary employees, the assessment will include a recommendation as to renewal. The management assessment, the employee's self-assessment and an assessment plan for the coming year shall be forwarded to the Campus President/Vice-President or designee for review. A copy of the management assessment will be provided to the employee, and the original will be sent to the Human Resources Department for inclusion in the official Employee File.
- 7.425 Probationary employees who have completed the probationary period and are being recommended for continuous appointment shall design an assessment plan as is required for continuous appointment staff.

#### 7.43 Continuous Appointment Staff

- 7.431 Assessment Cycle. Continuous staff will receive an assessment review every five years. The Administrative Supervisor may conduct an assessment in less than five years if warranted. Assessment review will include approximately one fifth of the continuous staff in each division being assessed each year. Assessment plans will be reviewed annually.
- 7.432 Assessment Plan. Each continuous appointment staff shall develop a five-year assessment plan in consultation with their Administrative Supervisor. This plan must be submitted in writing to the Administrative Supervisor during Spring term preceding the year the plan is to be implemented.
- 7.4321 The assessment plan shall be designed to support job competence, to enhance knowledge in the discipline or assignment of the continuous appointment staff and to encourage involvement in College activities. The plan shall consist of a statement of goals and activities which will be undertaken to complete the assessment process and how these activities will be supported in appropriate dollars and/or time by the Administrative Supervisor.

- 7.4322 Annual review of progress in assessment. During Spring term of each year, continuous appointment staff shall submit a brief written report to the Administrative Supervisor summarizing the progress made toward the completion of the goals and activities in the assessment plan. The Administrative Supervisor shall respond in writing to the report.
- 7.4323 The continuous appointment employee and the Administrative Supervisor may agree to make any necessary revisions in the assessment plan.
- 7.4324 A copy of the assessment plan and report of progress toward completion of this plan shall be forwarded through administrative channels to the employee's official Employee File.
- 7.433 Assessment Review. The assessment review will include a Management assessment and a self-assessment. When the assessment plan is developed, the Administrative Supervisor and the employee will agree on the methods to be used to gather information for both assessments, which may include peer observations, management observations, some form of student evaluation, student work, student focus group discussions, among others. Management and self-assessments for Faculty members will include some form of student feedback, consistent with Article 5.34.
- 7.434 Assessment Conference. The assessment of the continuous appointment employee shall be discussed at a meeting with the Administrative Supervisor.
  - 7.4341 Documentation which supports the completion of goals and objectives of the assessment plan shall accompany the assessment when appropriate. Documentation may include peer support, transcripts and certificates of completion, among others.
  - 7.4342 The management assessment shall be signed by the Administrative Supervisor and by the employee. The management assessment, the employee's self-assessment and an updated assessment plan shall be forwarded to the Campus President/Vice-President or designee, who will review, acknowledge and send on to the official Employee File. A copy of the management assessment will be provided to the employee.

## 7.5 Student Evaluations

General. The purposes of student evaluations are to provide the faculty member with feedback concerning job performance; and to assure excellence in the delivery of service. Accordingly, employees will have access to student evaluations of their sections taught.

- 7.51 All Full-time and Part-time Faculty will conduct student evaluations for each section taught using a College-approved evaluation tool. The results of the student evaluations will be available to the Faculty member.
  - 7.511 Part-time Faculty.
    - 7.5111 The results of the student evaluations for Part-Time Faculty may be reviewed by the Faculty Department Chair, a designated Faculty member, or the Division Dean/Administrative Supervisor.

7.512 Full-time Faculty.

- 7.5121 During non-assessment years, the results of student evaluations for Full-time Faculty for at least one section per academic year will be made available to the Division Dean/Administrative Supervisor. The Faculty member will identify which course evaluations will be made available to the Division Dean/Administrative Supervisor prior to teaching the course.
- 7.5122 During an assessment year, the Faculty member will provide student evaluations of all sections taught to the Division Dean/Administrative Supervisor. The Faculty member may provide additional section evaluations from prior years to the Division Dean/Administrative Supervisor.