PERFORMANCE REVIEW IS JUST AROUND THE CORNER

DO'S AND DON'TS OF PERFORMANCE REVIEW
A check list for performance evaluation for academic staff at First Nations University

**DO** get a copy of the collective agreement and refer to Article 18 - Performance of Duties and Article 19 - Performance Review.

**DO** review the criteria on which you will be evaluated in Appendix A.

**DO** pay particular attention to the dates as outlined in the Collective Agreement:

- **August 31** is the end of the review period;
- **August 31** is the deadline for application for those members making written application to the department head, with a copy to the Dean of Academics, for promotion or tenure;
- **September 30** is the deadline for submitting Annual Information forms to your department head;
- **October 30** is the deadline for the decision of the department head to be communicated in writing to the member; and is also the deadline for the information received to be forwarded to the Academic Performance Review Committee (APRC);
- **December 20** is the deadline for the written recommendations of the APRC to be entered on the forms and forwarded to the Dean of Academics;
- **January 10** is the deadline for the Dean of Academics to have invited those members applying for tenure and/or promotion for an interview and to invite members to request a meeting for the purpose of perusing and discussing the information on the form;
- **February 15** is the deadline for recommendations from the Dean of Academics to be entered on the review form, signed and the decision forwarded to the member;
- **March 15** is the deadline for filing appeals with URFA.

**DO** complete the documentation in its entirety.

**DO** attach an updated Curriculum Vitae. **THIS IS A MUST.**

**DO** include complementary testimonials, especially unsolicited ones, from students, conferences, colleagues, etc.

**DO** record any papers that have been accepted for publication even though they have not been published. A copy of the acceptance letter should be attached.

**DO** keep a record of any special circumstance that may have affected your performance in the event that your performance is rated less than positively. For example: maternity leave, illness, tragedy in the family.

**DON'T** assume your colleagues or your Dean are aware of your research agenda or other accomplishments. It is your responsibility to highlight these achievements.

**DON'T** gloss over achievements which you consider mundane or trivial; they may not be to your evaluators.

**DON'T** be reticent. Ask for help from your colleagues or the Faculty Association.