



PERFORMANCE REVIEW IS JUST AROUND THE CORNER

DO'S AND DON'TS FOR PERFORMANCE REVIEW

A check list for performance evaluation for faculty at Campion College, Luther College and the University of Regina.

DO get a copy of the collective agreement and refer to Article 16 - Performance of Duties and Article 17 - Performance Review.

DO get a copy of the Faculty Criteria Document from the Dean's office, and review the duties on which you will be evaluated and the relative weights of these duties.

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

October 1 is the deadline for application for sabbatical leave (A. 16.7.6);

November 30 is the deadline for application for tenure, promotion and/or merit increase, and supporting documentation for tenure or promotion (submitted to the Dean with a copy to the Department Head) (A. 17.8);

December 15 is the deadline for submitting annual review forms and supporting documentation if you hold a probationary appointment (submitted to Department Head) (A. 17.7);

December 31 is the end of the review period under consideration (A. 17.5);

January 31 is the deadline for submitting annual review forms and any supporting documentation for all non-probationary appointments (A. 17.7).

August 15 is the deadline to provide written notification to the Chair of URFA of intent to appeal a career decision affecting career growth increments, merit increments and promotion (A. 18.8.2);

Before July 1 is the deadline by which faculty with continuing appointments must be notified by their Deans that they will be reviewed out of the normal review cycle (A. 17.2.2);

DO complete the documentation in its entirety.

DO attach an updated Curriculum Vitae. THIS IS A MUST FOR TENURE, PROMOTION AND SPECIAL CONSIDERATION.

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

DO record all service and achievements that may reflect meritorious performance relative to the duties outlined in the criteria document.

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 clarification from your colleagues or the Faculty Association.