



PERFORMANCE REVIEW IS JUST AROUND THE CORNER

DO'S AND DON'TS FOR PERFORMANCE REVIEW

A check list for performance evaluation for academic staff at First Nations University of Canada

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:

- **November 30** is the deadline for application for those members making written application to the department head, with a copy to the Vice President Academic for promotion or tenure;
- **December 15** is the deadline for submitting Annual Information forms to your department head. Tenured Faculty only submit an Information Form in their review year.
- **December 31** is the end of the review period;
- **February 15** is the deadline for the decision of the department head to be communicated in writing to the member.
- **March 31** is the deadline for the written recommendations of the APRC to be entered on the forms and forwarded to the Dean of Academics;
- **April 15** is the deadline for the Vice President Academic 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;
- **May 15** is the deadline for recommendations from the Vice President Academic to be

entered on the review form, signed and the decision forwarded to the member;

- **June 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.