

## Performance Review Dos and Don'ts

### A check list for performance evaluation for Campion College Academic Staff Members

**DO** get a copy of the collective agreement and refer to Article 16 - Performance of Duties and Article 17 - Performance Review. Hard copies of the collective agreement are available at the URFA office, or an online version is available at [www.urfa.ca](http://www.urfa.ca).

**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 **performance review sequence dates** as outlined in the collective agreement:

- **August 31** – deadline to apply for tenure, promotion and/or to submit intention to apply for merit, and provide supporting documentation (submitted to the Dean) (A. 17.9).
- **August 31** – deadline for academic staff members on leave to request a review (A. 17.4).
- **August 31** – deadline to submit three referees for academic staff members applying for promotion to Professor or Librarian IV, or applying to be considered for tenure.
- **August 31** – deadline for academic staff members not due for a performance review to request one.
- **December 15** – deadline for academic staff members with tenure-track appointments to submit Annual Information Forms and supporting documentation (A. 17.8).
- **By January 1** – deadline for academic staff members on leave to withdraw a request for review by notifying the Dean in writing (A. 17.4).
- **January 31** – deadline for academic staff members with term or tenured appointments to submit Annual Information Forms and supporting documentation (A. 17.8).
- **March 31** – deadline for academic staff members with tenure-track appointments to be informed concerning renewal of appointment or granting of tenure (A. 17.19).
- **Within 30 days of notification and no later than April 30** – deadline for academic staff members to file notice of appeal with URFA of the non-renewal of a tenure-track appointment or the denial of tenure (A. 18.8.2).
- **June 30** – deadline for academic staff to be informed about granting of CGIs, merit increments and promotion (A. 17.19).
- **July 1** – decision on career progress takes effect; CGIs awarded to academic staff members not being reviewed; deadline for Dean or equivalent to inform academic staff

members not normally due to be reviewed that a review will occur.

- **August 15** – deadline for academic staff members to file notice of appeal with the President of URFA (A. 18.8.2).

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

- **October 1** – deadline to apply for a sabbatical in the ensuing academic year.
- **By December 31** – deadline for Dean or equivalent to notify academic staff members of decision.
- **By February 28** – deadline for academic staff members to cancel a sabbatical that has already been granted.

**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 complimentary 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 or paternal 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** hesitate to reach out to the Faculty Association if you have questions. Contact URFA and a Member Services Officer will be assigned to assist you.

Room 122, Campion College  
Regina, SK S4S 0A2  
306 585 4378  
[urfa@uregina.ca](mailto:urfa@uregina.ca)  
[www.urfa.ca](http://www.urfa.ca)