

Performance Review Dos and Don'ts

A check list for performance evaluation for First Nations University Academic Staff Members

DO get a copy of the collective agreement and refer to Article 18 - Performance of Duties and Article 19 - Performance Review. Hard copies of the collective agreement are available at the URFA office, or an online version is available at www.urfa.ca.

DO review the criteria on which you will be evaluated, as found in Appendix A – Academic Performance Review Committee.

DO pay particular attention to the **timelines for review process** as outlined in the collective agreement:

- **September 1** – Vice-President (Academic) provides an Annual Information Form to all academic staff members for their completion (A. 19.2.2).
- **November 30** – deadline for application for tenure and/or promotion (A. 19.10.3.2).
- **December 15** – deadline to submit Annual Information Form and supplementary information for renewal of tenure-track, tenure, review and promotion. (A. 19.2.2).
- **January 31** – reviews completed by initial reviewer (A. 19.10.4.3).
- **February 15** - academic staff member notified in writing of initial reviewer's decisions (A. 19.2.1.1).
- **March 31** – reviews completed by Academic

Performance Review Committee (A. 19.10.4.3).

- **April 15** – Vice-President (Academic) shall invite members to request a meeting (A. 19.2.1.3).
- **May 15** – academic staff member notified in writing of decisions by Vice-President (Academic) (A. 19.10.4.3).
- **June 15** – deadline for appeals to be submitted to Faculty Association (A. 19.8.1).
- **July 1** – all positive career decisions take effect (A. 19.9.1.3).
- **July 31** – written recommendations from Appeals Committee to President, Vice-President (Academic) and copy URFA (A. 19.8.7).
- **September 15** – President shall put their decision in writing and copy URFA (A. 19.8.8).
- **September 30** – deadline for arbitration request in event of a negative decision by President (A. 19.9.1).
- **November 30** – Arbitration Board shall render its written decision to the academic staff member, the President and URFA (A. 19.9.1.3).

DO complete the documentation in its entirety.

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

DO include complimentary 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 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, Champion College
Regina, SK S4S 0A2
306 585 4378
urfa@uregina.ca
www.urfa.ca