



UFV Individual Faculty Evaluation Procedure
Initial Probationary Appointment
September 1 2016

A. Introduction

The University of the Fraser Valley (UFV) is committed to providing all its employees with timely and constructive feedback on the work they are performing. The goals of all UFV evaluation systems are to identify and acknowledge excellence, and to identify areas where improvement may be needed, with appropriate support provided by UFV. The evaluation procedure for probationary instructional faculty also contains a summative component for the resolution of the probationary status that is tied to the tenure-track process.

All appointees to tenure-track or tenured positions at UFV will be given a full listing of the criteria, developed at the department (or equivalent instructional area) and faculty levels and approved by Senate, on which they will be evaluated. The Dean and the Department Head (or equivalent instructional area head) will meet with the appointee to review the criteria and explain what can be expected during the initial probationary period and the tenure track process.

The University will undertake to provide appropriate training and support to all faculty who will be involved in the application of this procedure, including members of Individual Probationary Evaluation Committees (IPECs) and faculty evaluators.

B. Applicability

The initial probationary faculty evaluation procedure applies to all appointees to a tenure-track or tenured position, including instructional faculty who are given 50% or greater contracts and who are paid on the regular faculty scale. The expectation of 50% or greater contracts is that their workload is a portion of the total workload of a full-time faculty.

In certain programs with specialized faculty assignments such as clinical instruction and student practica there may be a need to modify or augment this procedure. In such a case, the Department (or equivalent instructional area) must present the proposed modification to the Joint Professional Development Committee, in writing, for formal approval, and the Dean must be notified.

C. Faculty Work to be Evaluated

Candidates for tenure and promotion will be assessed using the Standards for Tenure and Promotion for Faculty developed within the UFV Departments (or equivalent instructional areas) and Faculties, and approved by the University Senate. These standards will apply to teaching, service and scholarship and scholarly activity. They will reflect the working conditions at UFV, a teaching-intensive university that is primarily focused on undergraduate education, and with relatively few graduate programs.

In the application of these standards a minimum of 60% of the assessment will be based on teaching, a minimum of 20% on one of service or scholarship and scholarly activity, and a minimum of 10% on the remaining component.

The essential duties and responsibilities comprising the workload of Teaching Faculty members fall within three broad areas defined in Article 18.1 of the Collective Agreement as a) Teaching; b) Service; and c) Scholarship and scholarly activities.

D. Procedures

1. In accordance with Article 12.7(b)(ii) of the Collective Agreement, and except as provided for in Article 12.7(a)(iv) and (v), all initial probationary appointments to tenure-track or tenured positions will be for a period of two years, which will include four (4) semesters of regular teaching assignment or the equivalent teaching workload. Where an initial date of appointment is inconsistent with this requirement, the two year initial probationary appointment will be extended to enable fulfillment of the four (4) semesters of regular teaching assignment (or equivalent).
2. A comprehensive evaluation will be in two stages, and Clause 12.7(b)(iii) in the Collective Agreement about terminating the probation for any stated cause remains.
3. The first stage, completed at least two weeks prior to the first anniversary of the date of hiring or the date established in accordance with Article 12.7(b)(ii), will result in a report presented to the Dean by the IPEC. The report will be compiled on the basis of data from several sources (see F.1-3 below) and will reflect the performance of the appointee in all three work areas noted in C above.
4. The second stage, completed at least 90 days prior to the date of completion of two years full time equivalent work established in accordance with Article 12.7(b)(ii) (see G.2 below) will result in a report completed by the Dean using data from the same sources collected for the second time. (Overload sections will not count toward achieving two years full time equivalent work.) In this report, the Dean will make a decision about completion of the initial probationary appointment.

5. Appointees to tenure-track or tenured positions will be notified that this initial probationary evaluation will take place, and that they must provide evaluation information as described below by a specified date.

E. Evaluation Committee Structure and Responsibilities

IPEC: At the time of hiring, the Dean will appoint a three member 'Individual's Probationary Evaluation Committee' (IPEC) comprised of two Department (or equivalent instructional area [e.g. School, Program, etc.]) members (if available) and at least one non-Department member, selected after consultation with the Department (or equivalent instructional area) and the individual being hired. The IPEC serves in an advisory capacity to the Dean, and its role is to ensure that the data below are collected and reports are generated for the initial probationary process for the individual. The Dean will advise the IPEC if any modifications of this evaluation procedure have been approved for the department (see B above).

IPEF: During each year of probation the following data will be collected for the 'Individual's Probationary Evaluation File' (IPEF), which will be maintained in the Dean's office. The material in the IPEF will be available to the probationary faculty member at any time. It should be noted that the responsibility for providing much of the data listed below is that of the individual being evaluated.

Mentor: An IPEC may, in consultation with the Dean and the individual being hired, recommend a mentor be identified to provide support to the individual. The mentor will not be a member of the individual's IPEC.

F. Data to be collected for the IPEC and IPEF:

- 1) Teaching and learning effectiveness data, including:
 - a) student evaluations on each course/section taught, using the Faculty Evaluation Student Questionnaire (the collation and summarization of data is to be done in the Dean's office and only the summarized data is to be put in the IPEF);
 - b) classroom observation reports using the Probationary Faculty Classroom Evaluation for at least one class in each of the four semesters that normally constitute the two years of full time equivalent employment, completed by a member of the IPEC. (Normally, the chair of the IPEC will conduct two of the four required observations, the other two members the other two);
 - c) supportive material provided by the probationary faculty member, including copies of all of course outlines, assignments and exams in all classes taught.
- 2) Data describing the non-instructional contributions of the probationary faculty member in scholarship and scholarly activities, and departmental, institutional and/or community service, including:

- a) an up-to-date curriculum vitae (provided by the member);
- b) any other data addressing the areas above (provided by the member or others);
- c) any self-evaluation summarizing teaching, service and scholarship and scholarly activity

3) Colleague evaluation reports from each member of the individual's Department (or equivalent), including members on the IPEC, using the Probationary Faculty Department Colleague Evaluation form. These written reports, based on colleague interaction as well as data in the IPEF from F.1 and F.2 above, will be restricted to comments in each of the three areas of work in C above. The identity of colleagues submitting comments will be noted by the IPEC, but identifying information will be removed for the IPEF.

G. Reporting and Guidelines:

1) First year report

At least two weeks prior to the first anniversary of the date of hiring or the date established in accordance with Article 12.7(b)(ii), the IPEC will provide a summary report of the data to the Dean. If there is any data missing from F.1 or F.2 above, or if there are null reports from F.3, the IPEC will make every reasonable effort to collect the missing information.

If the information is not forthcoming, the IPEC will advise the Dean, who will investigate whether the absence of information reflects a concern with the performance of the probationary faculty member, or whether there are other extenuating circumstances which should not reflect in the evaluation.

The Dean will make a decision to recommend continuance of the initial probationary period appointment or termination of the appointment, and has the option of recommending extending the probationary appointment for two more years (i.e. to include a third probationary year). The Dean's decision, including reasons, and summary report will be provided to the probationary faculty member.

2) Second Year Report

At least ninety days prior to completion of two years full time equivalent work established in accordance with Article 12.7(b)(ii), the IPEC will provide another summary report to the Dean. (Note that for the second year report, only data gathered for that reporting period will be considered.)

In accordance with Article 12.7(b)(iv), the Dean will recommend whether the tenure-track faculty member shall:

1. Be appointed to a second probationary period, if eligible, and specifying any conditions/expectations attached;
2. Be appointed to a tenured appointment if eligible under Article 12.7(a)(iv) or (v);
3. Be dismissed.

3) Guidelines for interpretation.

In order for a faculty member to successfully complete his or her initial probationary period, there must be:

- a) Clear evidence of successful teaching as exhibited by the data:
 - i) in the Faculty Evaluation Student Questionnaire (student evaluation), an average score of 3.25 or higher must be achieved on all questions, based on the aggregate of all classroom evaluations for that reporting period;
 - ii) in the Probationary Faculty Classroom Evaluation Report (classroom observation) the average score for each category must be 3.25 or above, based on all reports for the reporting period; and
 - iii) comments from the Probationary Faculty Department Colleague Evaluation reports will be taken into consideration by the Dean.
- b) Evidence of contributions in service and scholarship (as per C above), based on colleague evaluations and material to the IPEF