

UNIVERSITY OF THE FRASER VALLEY

Individual Probationary Evaluation Committee (IPEC) Timelines for Initial Probationary Faculty Evaluation (for August hires)

| DATE Year 1 | TASK | NOTES |
|---|---|--|
| Sept. (2 nd week) | IPEC committee meets to review procedures; dean meets with IPEC chair. | Committee is post-IPEC tenure-track and tenured faculty members only (Dean in consultation with department and faculty). |
| Sept. (2 nd to 3 rd week) | IPEC meets with probationary faculty and explains the process as in the procedures document. | Create IPEF and house in Dean's office. |
| Sept.-Nov. | Classroom observation at least one class this semester by IPEC member. | Complete observation sheet (team teaching not allowed for this observation). Confirm assessment with faculty member and file with Dean's office. |
| Oct. | Probationary faculty provides IPEC with copies all quizzes, exams, assignments and course outlines from the first semester of the first term. | This material added to the IPEF housed in the Dean's office to be reviewed by IPEC. |
| Oct. | Student evaluations on each course/section taught during this semester (summarized numerical data only). | Dean's office initiates process and produces numerical summaries. |
| Nov.- Dec. | IPEC will ensure that all data is collected and reports are filed. | File with Dean's office. |
| | End of First Semester First Year Probationary Period | |
| Jan.- March | Classroom observation at least one class this semester by IPEC member. | Complete observation sheet. Confirm assessment with faculty member and file with Dean's office. |
| Feb.- March | Student evaluations on each course/section taught during this semester probation period (summarized numerical data only). | Dean's office initiates this process and produces numerical summaries. |

| | | |
|--------------|---|--|
| March- April | Departmental (or equivalent) colleague evaluation reports to be completed; review of the data in the IPEF before filing report. | Post-IPEC tenure-track and tenured faculty only from the department are allowed to fill out report in Dean's office. |
| April | Probationary faculty submits current curriculum vitae and is encouraged to submit a self-evaluation including an outline of scholarly activity. | File with Dean's office. |
| April | Department Head (or equivalent instructional area head) submits a report on departmental service and program development. | File with Dean's office. |
| April 15th | IPEC will meet to discuss the file and submit its report to the Dean. | File in Dean's office for review. |
| April 30th | At least 90 days prior to completion of Year 1, the Dean makes a decision on continuance to Year 2. | End of the second semester of the first term of the probationary period, the Dean will make a decision on continuance and inform the IPEC committee. |
| | | ...2 |

[http://www.ufv.ca/Assets/Employee+Services/Timeline+March+\\$!2709.doc](http://www.ufv.ca/Assets/Employee+Services/Timeline+March+$!2709.doc)

UNIVERSITY OF THE FRASER VALLEY

Individual Probationary Evaluation Committee (IPEC) Timelines for Initial Probationary Faculty Evaluation (for August hires) (cont'd.)

| DATE Year 2 | TASK | NOTES |
|----------------|---|--|
| Sept. – Oct. | Probationary faculty provides IPEC with copies all quizzes, exams, assignments and course outlines from the first semester of the first term. | Add to file in Dean's office. |
| Sept. - Oct. | Classroom observation at least one class this semester by IPEC member. | Complete classroom observation sheet. Confirm assessment with faculty member and file with Dean's office. |
| Oct. | Student evaluations on each course/section taught during this semester (summarized numerical data only). | Dean's office initiates process and produces numerical summaries. |
| Nov.- Dec. | IPEC will ensure that all data is collected and reports are filed. | File with Dean's office. |
| | End of First Semester Second Year Probationary Period | |
| Jan.- April | Classroom observation at least one class this semester by IPEC member. | Complete observation sheet. Confirm assessment with faculty member and file with Dean's office. |
| Feb.- March | Student evaluations on each course/section taught during the probation period (summarized numerical data only). | Dean's office initiates this process and produces numerical summaries. |
| March- April | Departmental colleague evaluation reports to be completed; review of the data in the IPEF before filing report. | Post-IPEC tenure-track and tenured faculty only from the department are allowed to fill out report in Dean's office. |
| April | Probationary faculty submits current curriculum vitae and is encouraged to submit a self-evaluation including an outline of scholarly activity. | File with Dean's office. |

| | | |
|------------|---|---|
| April | Department Head (or equivalent instructional area head) submits a report on departmental service and program development, including potential for contribution to university and community. | File with Dean's office. |
| April 15th | IPEC will meet to discuss the file and submit its report and recommendation to the Dean. | Get IPEF from Dean's office to review. |
| April 30th | At least 90 days prior to completion of the entire probationary period (two years' full time equivalent work), the Dean makes a decision on continuance on tenure track appointment or termination. | The Dean will advise the IPEC member of the decision. |
| | | ...2 |

Probationary Faculty Evaluation Process
(for January hires)

| Time Frame | Task | Who's Responsible |
|--|---|--|
| Jan. (2 nd week) | IPEC committee meets to review procedures; dean meets with IPEC chair | Committee is post-IPEC tenure-track and tenured faculty members only (Dean in consultation with department and faculty). |
| Early in 1 st term of probationary period | IPEC meets with probationary faculty and explains the process as in the procedures document. | Create IPEF and house in the Dean's office |
| Throughout probationary period | Ensure that data is collected and reports are filed as described for Years 1 and 2, above | IPEC |
| Mid-December of 1st year (end of year with the January 1 start date) | Completed 1 st year IPEF as described for Year 1, above (summary report sent to Dean's office) | IPEC |
| End of 1st year | Decision on continuance to second year | Dean |
| Mid-Sept of 2 nd year (for January 1 start date) | IPEC complete 2 nd summary report and send to Dean's office | IPEC |
| End Sept. of 2 nd year (for January 1 start date previous year) | Decision on continuance on tenure-track | Dean |

Individual Probationary Evaluation File (IPEF)

| Information to be placed in file | Who's Responsible |
|---|--|
| Student evaluations on each course/section taught during probationary period (summarized numerical data) | Dean's office initiates process and produces numerical summaries |
| Classroom observation for at least one class per each semester of the entire probationary period (normally four classroom observations in total). | IPEC |
| Supporting material (all course syllabi, assignments and exams) | Probationary faculty |
| Up-to-date CV | Probationary faculty |
| Any data relevant to evaluation of non-instructional contributions | Anyone |
| Optional self-evaluation and/or testimonials | Probationary faculty |
| Colleague evaluation reports (departmental members should review the data in the IPEF before filing reports) | All ongoing faculty in the department |