

Article 17 – Performance Review

17.01 Purpose

Performance review is an important method for promoting excellence in Teaching and Service/Other. Performance reviews assist Teaching Faculty Members in meeting their professional duties and responsibilities. Performance review allows for the acknowledgement and recognition of Teaching Faculty Member's professional successes and assists Teaching Faculty Members in setting targets for improvement and career development.

17.02 Annual Review

a) Annual Activity Report: May 1 – April 30

By May 15th, Teaching Faculty Members will submit to their Deans an annual activity report summarizing their achievements in the areas of Teaching and Service/Other for the past review period.

Teaching Faculty Members shall submit an annual activity report on a form supplied by the Dean. The report shall include the following information:

- i. Curriculum development;
- ii. Course development, including innovation in delivery models;
- iii. Teaching responsibilities;
- iv. Awards and other honours received;
- v. Faculty, Academic Council, and other University service activities;
- vi. Contributions to Teaching Faculty Member's profession;
- vii. Contributions to Teaching Faculty Member's community and other forms of external service;
- viii. A statement of Teaching Faculty Member's outside creative/professional practice in the previous year;
- ix. An account of the academic activities pursued by the Teaching Faculty Member during the semester in which they were not teaching; and
- x. Any other information that the Teaching Faculty Member deems relevant.

b) Review

Deans will provide performance expectations for each Teaching Faculty Member. Each Dean will meet with each Teaching Faculty Member in their Faculty by June 15 to review the Teaching Faculty Member's achievements during the past year

on the basis of the previous year's plan for performance expectations and the annual activity report submitted by the Teaching Faculty Member. Following this meeting, the Dean will assess the Teaching Faculty Member's performance for the last year using the process outlined in 17.03.

c) Availability of Resources

The availability of resources provided by the Employer is part of the UOIT context and will be taken into account when assessing Teaching and Service/Other.

d) Planning and In-Year Review

At the annual meeting described in 17.02 b), the Dean and the Teaching Faculty Member will plan the Teaching Faculty Member's work for subsequent years and establish the performance expectations for that Teaching Faculty Member. Performance expectations will be established as part of the workload plan assigned by the Dean as set out in Article 16. Performance expectations will take into account the career stage of the Teaching Faculty Member, the Teaching Faculty Member's discipline and area of expertise, and the requirements of the University. The Dean and the Teaching Faculty Member shall meet during the performance year, as required, to address perceived performance concerns and to make necessary adjustments.

e) In his/her review, the Dean shall take into account any substantial absence during the performance review period due to either a leave as set out in Article 27 or a disability leave as set out in Article 25.05 or Article 25.06.

17.03 Reviewing Teaching Faculty Members Performance:

- a) Each Teaching Faculty Member will be reviewed by her/his Dean for each of Teaching and Service/Other. Performance is assessed as unsatisfactory, satisfactory, very good or outstanding. The definitions for these performance assessments are as follows:
- i. An unsatisfactory assessment is for work that does not meet performance expectations
 - ii. A satisfactory assessment is for high quality work that meets performance expectations
 - iii. A very good rating is for high quality work that exceeds performance expectations
 - iv. An outstanding rating is for very high quality work that significantly

exceeds performance expectations.

- b) For Teaching Faculty Members appointed jointly in two (2) Faculties, the Deans of these Faculties shall consult and prepare an integrated review for each area of professional responsibility.
- c) The Dean(s) shall communicate to each Teaching Faculty Member a written statement articulating the performance assessment in each area of the Teaching Faculty Member's professional responsibilities (Teaching and Service/Other). The Teaching Faculty Member has the right to meet with the Dean within five (5) Days of receiving this document to present grounds for revising the assigned performance assessment. The Dean shall carefully consider these reasons and indicate any proposed revisions within five (5) Days.
- d) The Dean shall provide a copy of the Teaching Faculty Member's written performance assessment as described in 17.03 c) to the Provost no later than June 30th for inclusion in the Teaching Faculty Member's Official File.
- e) The Teaching Faculty Member has the right to add a letter of response or rebuttal to the Dean's assessment, and this letter shall be attached to the Dean's written statement as described in 17.03 c) in the Official File.