

POLICY

Policy Title	Performance Appraisal – College Employees
Policy Holder	Organizational Effectiveness
Policy Approver(s)	
Related Policies	
Related Procedures	
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	August 23, 2006
Next Review Date	

Purpose

In accordance with the Operational Philosophy stated in the College Mission Statement, performance appraisals are conducted to promote excellence in individual and departmental work performance.

The application of the performance appraisal process is based on the belief that college employees are committed to the ongoing improvement of work performance and development of their skills.

This process is viewed as a device to stimulate dialogue between the employee and the supervisor to promote awareness of college and departmental goals and objectives; to clarify responsibilities and expectations; and thereby to improve employee performance.

Scope

This Policy applies to all employees hired by the college in full-time, temporary, sessional, partial load or part-time positions.

The appropriate Academic, Support or Administrative Staff Performance Appraisal Instrument approved by the college is used for this process.

Policy Statements

- Support Staff:

1. A Support Staff employee is evaluated prior to completion of the probationary period and annually thereafter by June 30th. Human Resources Services provides the supervisor with the Performance Appraisal Instrument approximately one month prior to the due date.
 2. The supervisor arranges a meeting with the employee to discuss the performance appraisal.
 3. The supervisor evaluates performance relative to the individual's position description, the position evaluation and previously set objectives. Previous performance appraisals will also be reviewed.
 4. The performance appraisal identifies the individual's strengths and areas requiring improvement. Where performance improvement needs are identified, a statement of how to address these needs will be outlined by the supervisor after discussion with the employee. A schedule identifying specific dates throughout the next year when the supervisor will meet with the employee to review the performance improvement needs will be established.
 5. The supervisor reviews the position description with the employee. If any aspect of the description requires revision, the supervisor consults with Human Resources Services.
 6. As noted in the Collective Agreement, the employee shall initial the appraisal as having been read within seven (7) days of receipt of a copy of the appraisal. The employee may add the employee's views to the performance appraisal at that time.
 7. The supervisor's supervisor reviews, signs and forwards the appraisal to Human Resources Services and places it in the employee's personnel file.
- Academic Staff:
 1. As noted in the collective agreement, an Academic Staff employee is evaluated at intervals of four (4) months continuous employment or four (4) months non-continuous employment during the probationary period.
 2. After completion of the probationary period, the employee will be evaluated on an on-going basis throughout the academic year, and an annual evaluation is completed by June 30th.
 3. The Dean meets with the employee to discuss the performance appraisal.
 4. Performance is evaluated by one or more of the following methods of measurement: (1) Direct observation; (2) Review of lesson plans, outlines and evaluation tools; (3) Discussion with the employee. In the case of a probationary employee, direct observation must form part of the performance evaluation. Previous performance appraisals will also be reviewed.
 5. The performance appraisal identifies the individual's strengths and areas requiring improvement. Where performance improvement needs are identified, a statement of how to address these needs will be outlined by the Dean after discussion with the employee. A schedule identifying specific dates throughout the next year when the Dean will meet with the employee to review the performance improvement needs will be established.
 6. As noted in the collective agreement, a copy of the performance appraisal that is to be filed on the employee's record shall be given to the employee in advance. The employee initials such appraisal as having been read. The employee may add the employee's views to the performance appraisal at that time.
 7. The Vice President Academic and Student Services reviews, signs and forwards the appraisal to Human Resources Services for retention in the employee's personnel file.

- Administrative Staff:

1. An Administrative Staff employee is evaluated at least once prior to completion of the probationary period and annually thereafter.
2. The employee obtains their 360 feedback (see 04-02-02) and completes a self-evaluation for discussion and comparison with the supervisor's assessment.
3. The supervisor arranges a meeting with the employee to discuss the 360 feedback and the performance appraisal.
4. The supervisor evaluates performance relative to the individual's position description, the position evaluation, 360 feedback and previously set objectives. Previous performance appraisals will also be reviewed.
5. The performance appraisal identifies the individual's strengths and areas requiring improvement. Where performance improvement needs have been identified, a statement of how to address these needs will be outlined by the supervisor after discussion with the employee. A schedule identifying specific dates throughout the next year when the supervisor will meet with the employee to review the performance improvement needs will be established.
6. The supervisor reviews the position description with the employee. If any aspect of the description requires revision, the supervisor consults with Human Resources Services.
7. As noted in the Administrative Staff Terms and Conditions of Employment, a copy of the performance appraisal that is to be filed on the employee's record shall be given to the employee in advance. The employee shall initial such appraisal as having been read within seven (7) days of receipt of a copy of the appraisal. The employee may add the employee's views to the performance appraisal at that time.
8. The supervisor's supervisor reviews, signs and forwards the appraisal to Human Resources Services for retention in the employee's personnel file.

Revision History

Version	Change	Author	Date of Change