Faculty Evaluation Process Timeline

Dean/Manager determines schedule for review for each faculty member and communicates with each faculty member with respect to the established timeline

Dean/Manager meets with each faculty member to discuss timeline for mandatory components and determine which optional components will be used as well as how outcomes will be measured. Decisions made must be documented and signed off as minutes to the meeting.

Mandatory components are implemented per schedule (i.e. Student Feedback)

Concerns identified?

Yes → Investigate concerns

No → Continue with pre-defined schedule

Further investigation warranted?

No

Yes →

Potential options:
- Survey all classes
- Full evaluation
- SGID
- Mentorship
- Etc.

Timeline reached (eg. 3 years)?

Yes

No

Dean/Manager and faculty member independently complete the appropriate review form in preparation for the performance discussion

Dean/Manager and faculty member meet to discuss performance and professional development goals, interests and needs

Dean/Manager completes formal evaluation form based on discussion and both parties sign off with comments as appropriate.

The Dean/Manager's Supervisor signs the form and forwards it to Human Resources Services by June 30th