

Performance Review – TRUFA Observer Checklist

Department: _____ Faculty Member: _____

Appointment Stream: Bipartite __ Tripartite __

Employment Category: Sessional __ University Instructor __
Limited Term (LT) __ Tenure-Track __ Tenured __

Academic Rank (circle; specify category if Instructional Support):

Assistant Prof.	Asst Teaching Prof.	Librarian I	Counsellor I	Instructional Support I (_____)
Associate Prof.	Assoc. Teaching Prof.	Librarian III	Counsellor II	Instructional Support II (_____)
Full Prof.	Teaching Prof.	Librarian III	Counsellor III	Instructional Support III (_____)

Reason for Review (7.1.3):

- (i) individual Member request _____
- (ii) required review or renewal of a tenure-track contract, as required by Article 5.2.2.2 _____
- (iii) Dean/Director direct request, where factual evidence exists of unsatisfactory performance. The Dean/Director must provide a written statement to the PRC providing evidence supporting the request for a review _____
- (iv) initial Sessional appointment to establish right of 1st refusal as per Article 5.2.5.2.1 _____
- (v) final year of Limited Term Contract to establish right of 1st refusal as per Article 5.2.4.2 _____

Notice of Summative Performance Review (7.1.5) sent to Member? _____

Was the Member given the opportunity to meet with the PRC before review was completed? (7.3.7.5) _____

Performance Review Committee Members (7.3.1):

_____, Committee Chair (non-voting)
_____, Department Chair (if not committee chair)
_____, bipartite or tripartite (circle), Tenured? __
_____, bipartite or tripartite (circle), Tenured? __
_____, bipartite or tripartite (circle), Tenured? __
_____, bipartite or tripartite (circle), Tenured? __

TRUFA Observer present for every meeting of the PRC (7.3.1)? _____ (sign on reverse)

Declaration of possible conflict of interest (7.3.2)? _____

Provide details and action.

Performance Review Process

Does the department/discipline have performance standards for the academic year under review in place? _____

Evidence submitted to PRC:

APAR (7.2.1) (does not apply to Sessional) _____

If known, did the Dean/Director provide feedback on the APAR? _____

Teaching

Teaching Dossier (see Article 6—Appendix 1) [7.3.7.2(b)(i)] _____

Details of items included in teaching dossier:

Student Questionnaires [7.3.7.2 (b)(i)] _____

Number of courses/course sections evaluated _____

Analysis of course evaluations under review [7.3.7.2(b)(ii)] _____

Professional Role/Instructional Support

Professional Role Philosophy [7.3.7.2(c)(1)] _____

Statement of Professional Development [7.3.7.2(c)(2)] _____

Peer Assessment (all members)

Number of Peer Assessments /Classroom Visitation(s) 7.3.7.2 (b)(iii)/(c)(iv) _____

Name(s) of colleague(s) who conducted peer evaluation: _____

Course / Activity _____

Comments of Note from Visitations:

Research/Scholarly Activity (for Tripartite members) _____

Service (for LT, Tenure-Track and Tenured members) _____

Other Evidence (7.3.7.2 (f)/(c)(iii)? ____

Provide details.

Consideration of other factors (7.3.7.4):

(a) individual consideration of each Member's case _____

(b) comparative consideration of the assessment of all Members in the Department(s) or discipline _____

(c) the Member's assigned workload in the Department/Discipline _____

(d) the appropriateness of the facilities/resources available in Member's teaching/ scholarship _____ and

(e) normally increasing expectations of performance as a Member progresses from rank to rank _____

PRC Recommendation (7.3.7.6):

Member's performance: **has met** the required standard _____ **has not met** the required standard _____

Plans for any formative feedback to be provided to faculty member? (Informal):

Review report to Dean (7.3.7.7).

Before submitting, did the PRC chair circulate a draft of the Review Report to the Dean to all committee members, including the TRUFA observer? _____

Were the following elements included?

- Recommendation? _____
- Written statement of reasons for recommendation? _____

If recommendation is "has not met the required standard" did the report include

- the specific areas of the Member's performance in need of development in the year under review? _____ and
- recommendations for improving performance? _____

TRUFA PRC Observer: _____ Date(s) of PRC Meetings: _____

Following the PRC, was the Review Report sent on approved template, copied to TRUFA observer? ____