

Process for Probationary Faculty Evaluation

Dean informs Chair/Coordinator of faculty requiring evaluation
(beginning of first semester of probation)

Chair/Coordinator informs faculty requiring evaluation that they will be evaluated and goes over the process with them
(beginning of first semester of probation)

Peer Evaluation

- In consultation with Probationary Faculty Member (PFM), Chair appoints a Peer Evaluator(s) (PE)
(beginning of first semester of probation)
- Chair downloads appropriate forms from Employee Relations (ER) Website and gives them to the PE
(weeks 2-3 of semester)
- PE and PFM meet to discuss process and exchange appropriate data
(weeks 2-3 of semester)
- PE visits and observes class
(weeks 4-10 of semester)
- PE and PFM meet to review the visit/observation
(weeks 5-11 of semester)
- PE completes report
(weeks 6-12 of semester)
- PE and PFM meet to review the report
(weeks 7-13 of semester)
- PFM signs off on the report, keeping a copy
(weeks 8-14 of semester)
- Dean receives the PE report
(by the last day of classes)

Student Evaluation

- Chair provides PFM with evaluation forms and goes over the process for conducting the evaluation
(beginning of first semester of probation)
- Student evaluations are organized by independent faculty member or Departmental Asst.
(weeks 5-10 of semester)
- Departmental Assistant compiles the evaluations scans and transcribes comments
(weeks 11-14 of semester)
- Dean receives the completed student evaluations
(as soon as the Departmental Assistant completes them)
- PFM reviews the completed student evaluations
(after grades have been submitted)

Chair/Coordinator writes report and submits it to the Dean with a copy to the PFM
(by the end of the exam period)

PFM writes a self-evaluation and submits it to the Dean
(prior to the beginning of the second semester of probation)

Dean compiles and reviews the Peer Evaluation(s), Student Evaluation, Chair/Coordinator's report, and the PFM's Self-Evaluation
(by the end of week 1 of the second semester of probation)

Dean writes a report
(by the end of week 2 of the second semester of probation)

Dean meets with PFM to review report and the evaluation as a whole
(by the end of week 3 of the second semester of probation)

SATISFACTORY EVALUATION

Entire process repeats in accordance with Article 5.7.2

COPIES OF ALL FINAL EVALUATION REPORTS MUST BE SENT TO EMPLOYEE RELATIONS

UNSATISFACTORY EVALUATION

Dean, in Consultation with the Selection Committee and the PFM, draws up a remediation plan
(by the end of week 5 of the second semester of probation)

The DCFA/ER receive copies of the remediation plan

PFM goes on to Round 2 with remediation items flagged for improvement

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KEY

Probationary Faculty Member – PFM

Peer Evaluator – PE

Employee Relations – ER

Douglas College Faculty Association - DCFA