

SIR SANDFORD FLEMING COLLEGE

POLICY MANUAL

POLICY NO. 3-332
Governors

APPROVED BY: Board of

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SUPERCEDES:

DATE APPROVED: May 1, 2002

SUBJECT: FACULTY EVALUATION

Sir Sandford Fleming College is dedicated to ensuring continual improvement of faculty in order to deliver quality education to students through regular reviews of faculty performance. The following make up the critical components of the faculty review process:

1. Faculty Evaluations
2. Analytical Review and follow-up
3. Yearly Review of College Programs
4. Awards/Recognition

PROCEDURE: FACULTY EVALUATION 3-332

1. Faculty Evaluations:

Faculty evaluations by students are completed two semesters each academic year. The quantitative evaluation covers such critical competency areas as learning environment, curriculum delivery, assessment and evaluation and content expertise.

2. Analytical Review and Follow-up:

Once all of the quantitative information is collected, it is analyzed and reviewed by the V.P. Academic so that follow-up can take place with both the top and

bottom 5% of faculty. Annual review meetings are also held between faculty and their Deans to provide further development assistance.

3. Yearly Review of College Programs:

To maintain the relevancy and viability of all programs, College programs are reviewed every year either through Tier 1 or the more exhaustive Tier II review process and KPI's are monitored regularly.

4. Awards and Recognition:

Various forms of recognition exist for the top 5% of faculty and range from letters of recognition, to the Pascal Award that represents excellence in teaching and relies on nominations from students. Both the Dean and the V.P. Academic complete developmental discussions with faculty that are at the lower end of the evaluation process to facilitate ongoing development.

Overall the intent of this entire process is to use results to assist faculty in continuously improving.

Updated September, 2007