



Official Policy

Division or Sector: Human Resources

Responsibility: Human Resources

Policy Number: 7160-37

Title: Summative Evaluation

- PURPOSE:
- a) To gather information which is relevant in considering whether or not a non-permanent teacher is granted job priority
 - b) To gather information following a serious complaint or incident

PRINCIPLES:

1. The College is responsible for the quality of its teachers.
2. A teacher must undergo at least two summative evaluations before the end of the probation period of two years. The interim period between evaluations is to be used to effect changes, if necessary.
3. The College must ensure confidentiality in gathering and communicating information which could be used for summative purposes.
4. Any evaluation process must be rigorous and transparent.
5. The evaluation process should solicit the cooperation and participation of all the stakeholders, and should be conducted in an atmosphere of confidence.

POLICY AND PROCEDURE:

1. The College will provide each department with a copy of the questionnaire that the College plans to use in the summative evaluation procedure. The department may suggest changes appropriate to its program. A department may also have the College use its own questionnaire, provided that certain major elements are included. The first of the two obligatory summative evaluations will take place in the first year after hiring. *(In departments where a formative assessment is carried out in the first semester, for example, the College will carry out the summative evaluation only in the second semester).*



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2. The evaluation tools must contain a survey of student opinion and a method of gathering information on teaching and other responsibilities. Input from ancillary services may also be included in evaluating the teacher. The department may also recommend other components it feels will be useful.
3. The results of all evaluations will be provided to the appropriate Faculty Dean or Coordinator in Continuing Education, and if so requested, to the departmental selection committee.
4. The Faculty Dean or Continuing Education Coordinator will meet with the departmental coordinator concerned, and, if appropriate, with the teacher, to discuss the results. A second evaluation will then be carried out in the third or fourth semester that the teacher is under contract. The results of the second evaluation must be in the hands of the College administration by March 31 of any academic year.
5. After the second evaluation, a decision will be made by the College on whether or not hiring priority should be maintained. A recommendation by the department concerned on whether or not hiring priority should be maintained may also be made in writing.
6. If a sufficiently serious situation or complaint arises, a summative evaluation of any teacher may also be carried out by the College at any time.
7. The College will provide resources for the carrying out of these evaluation procedures.
8. Where it is judged appropriate, the College will provide adequate funding for faculty to improve teaching effectiveness and for re-mediation of specific problems.
9. The College reserves the right to proceed with the removal of hiring priority for reasons or behaviour other than those made evident by the above procedure; for example, non-fulfillment of contractual obligations.

Revised New

Date Effective: June 14, 2004