

**Dean's Advisory Committee on
Performance Reviews and Sabbaticals**

A. Terms of Reference

The Committee acts in an advisory capacity to the Dean with respect to the following:

- a) Recommendations for the re-appointment of those members of Faculty whose appointments are probationary.
- b) Recommendations for appointment with tenure, for promotion, and for merit increases on behalf of all members of Faculty who are eligible.
- c) Procedures for the implementation of the review process and career development as specified in the current Collective Agreement.
- d) Review applications for Sabbaticals (in accordance with Article 16.5 of the Collective Agreement) and make recommendations to the Dean.

B. Membership

- a) The Committee is a standing committee comprised of five (5) members from the Faculty elected by the academic staff for two year terms and one student appointed by the Education Students' Society. The Faculty members are eligible for re-election.
- b) All members of Faculty are eligible to stand for election, however, in view of potential conflict of interest the following guideline shall be recognized:

A member of Faculty who is applying for tenure, or who is applying for promotion in a given year, shall elect either:

- a) to declare publicly their intention to so apply prior to the election; **or**
- b) to decline to run for election in that year.

C. Chair

The Chair is elected from the Faculty membership of the Committee by the members of the Committee.

D. Quorum

At least four (4) Faculty members.

E. Criteria for the Assessment of Faculty Performance and Sabbaticals

Article 17 (and by implication Article 16.1.1), and Article 16.5 of the current Collective Agreement, shall be interpreted in accordance with the current Faculty of Education Criteria Document.

F. Performance Review Procedures

- a) Upon the request of the Dean, Faculty members complete and submit their Annual Faculty Information Forms along with any necessary supporting documents, probationary appointments by December 15th, all others by January 31st. (Article 17.9). An academic staff member who desires to be promoted or who desires to be reviewed in an “off” year shall make application for such consideration in writing to the Dean prior to December 15th. (Article 17.10 and 17.3.1)
- b) The Associate Dean prepares a summary form for each member who is eligible for consideration and makes the initial recommendation(s). Through a public memo, each Faculty member is invited to review the summary forms and to discuss the initial recommendation(s) with the Associate Dean.
- c) Concurrently, the Advisory Committee prepares its initial recommendations for each Faculty member. These are based upon all available information including the Associate Dean’s summary but not including his/her initial recommendations.
- d) A Reporting Meeting is held in which the Committee and the Associate Dean advise the Dean of their recommendations, and the reasons for their recommendations.
- e) When the Dean’s decisions and recommendations have been made, Faculty members will have an opportunity to view the summary form containing recommendations made by the Dean, the Associate Dean, and the Advisory Committee according to the procedures set out in the Collective Agreement. (Article 17.17)
- f) The Dean then makes a decision and forwards all recommendations to the President. (Article 18.1)

D. Sabbatical Leave Review Procedures

- a) In accordance with the Collective Agreement (Section 16.5) applicants for Sabbatical Leaves must submit their application to the Dean's office no later than October 1st.
- b) The Associate Dean will assess the application including deliberations regarding staffing and replacement costs.
- c) By mid-October the Advisory Committee will prepare its initial recommendations for each Faculty member based on the Faculty's Criteria Document (VI - Sabbaticals).
- d) A Reporting Meeting is held with the Committee and Associate Dean to advise the Dean of their recommendations, and the reasons for their recommendations.
- e) The Dean then makes a decision and forwards all recommendations to the Dean of Graduate Studies and finally to the Academic Review and Development Committee.
- f) In accordance with Article 16.5.7 of the Collective Agreement, applicants will be informed of the Dean's decision not later than December 31st (i.e., six months prior to the academic year in which the sabbatical is proposed to commence).

October 18, 2002