



PACIFIC COAST UNIVERSITY
FOR WORKPLACE HEALTH SCIENCES

Academic Staff Performance Review – Policy 115

It shall be the responsibility of the Chief Academic Officer or delegate to conduct a performance review for each full-time or part-time Academic Staff Member.

Related Policy

Employee Appointment
Faculty Professional Development

Definitions

A full-time or part-time Academic Staff Member means an employee responsible for direct instruction of students of the University.

Formative Review means an evaluation that evaluates a Faculty Member's performance solely with a view to his/her professional improvement or development.

Probationary Review means a Summative Review in the first year of a Faculty Member's contract.

Summative Review means an evaluation that recommends the continuation or cessation of a Faculty Member's contract.

Regulations

The Chief Academic Officer or delegate will conduct a Probationary Review towards the end of a new Faculty Member's first year.

The Chief Academic Officer or delegate will conduct a Formative Review of each Faculty Member at least once in each five-year period.

The Chief Academic Officer or delegate may conduct a Summative Review of a Faculty Member with cause.

All reviews will include student evaluation data, fidelity to the course outline and scholarly output. (See policy on Scholarly Activity.)

Results of the review will be shared with the Faculty Member who will have the right to submit a response.

A copy of the review and response (if any) will be forwarded to the office of the President and will include a recommendation concerning further evaluation, continued employment, termination of employment or professional development.

Approvals and Responsibility

Approved by: Board of Governors, March 27, 2012; August 30, 2019
Revised: August 30, 2019
Responsibility: Chief Academic Officer