

**Faculty of Arts**  
**Performance Evaluation Procedures under Article 35 of the University**  
**of Manitoba—University of Manitoba Faculty Association Collective**  
**Agreement**

**Preamble**

Article 35 of the University of Manitoba—University of Manitoba Faculty Association (UM-UMFA) Collective Agreement contemplates the evaluation of the performance of members of the bargaining unit. These evaluations are to be primarily for formative purposes.

It should be noted that:

- there are Senate mandated student evaluations of all courses (except those with fewer than 5 students);
- faculty members ought to be receiving regular peer evaluation of their research through the process of making grant applications and the process of refereed publication;
- the Faculty’s procedures for tenure and promotion provide a rigorous periodic assessment of applicants with respect to teaching, research and service; and
- the superior and outstanding performance in teaching, research and service are invariably noted by awards, citations, elections to national bodies, requests to act as a referee or external assessor, etc.

The Arts Faculty Council Policy on Academic Accountability contains an Annual Activity Report for UMFA members, which UMFA members complete on an annual basis to record activity for the previous calendar year. This policy also situates the submission of annual activity reports in the broader context of University of Manitoba and Faculty of Arts academic accountability.

Activity reports shall normally be submitted by 15 January of each year. The Dean’s Office shall determine and communicate deadline dates, which may vary from year to year, for responses to activity reports and the final submission of activity reports and responses to the Dean’s Office.

The Dean normally delegates responsibility for performance evaluations to Department Heads, the Coordinators of Labour Studies and Women’s and Gender Studies, and the Director of Asian Studies (hereafter referred to as “Head” or “Heads”), as appropriate. Nothing in these procedures shall be read to constrain the conveyance of documents or communication in either direction or at any time between the Dean Heads regarding the specific performance of any UMFA member or general considerations of performance and performance evaluations.

This document replaces the previous “Faculty of Arts, Implementation of Article 35” document, dated 3 May 2007, and the previous “Faculty of Arts, Implementation of Article 35, Supplement for the Evaluation of Heads/Coordinators” document, dated 6 May 2001.

## **Procedures**

In January of each year (normally by 15 January), each UMFA member shall submit her or his annual activity report to the relevant Head, with the following exception. Heads and the Associate Deans submit their annual activity reports to the Dean.

After receiving and reviewing each UMFA member’s annual activity report, the Head or Dean, as applicable, *may choose* to write a brief Article 35 memorandum to the UMFA member indicating that the activity report has been received and read. (The Head or Dean may, at his or her discretion, include in this note some complimentary remarks with respect to the UMFA member’s teaching, research or service, where they are warranted.)

In those instances where the Head or Dean has concerns about the success or extent of the UMFA member’s performance in teaching, research or service, as appropriate, he or she may hold a meeting with the UMFA member at which time those concerns may be discussed and formative advice proffered as to possible improvement. Where concerns about an UMFA member’s teaching have arisen earlier and previously been discussed as a result of the Head’s or Dean’s review of the SEEQ evaluations, this meeting will serve as an opportunity for a follow-up on those concerns.

Following the meeting to discuss the Head’s or Dean’s concerns about an UMFA member’s performance in teaching, research or service, the Head or Dean may write a brief Article 35 memorandum to the UMFA member indicating the formative nature of their discussion, including the nature of the concerns, the points made by the UMFA member and what advice, if any, was offered. A copy of this memorandum, if sent, will be placed in the UMFA member’s personal file in the Dean’s Office.

Should the UMFA member wish to respond in writing to the Head’s or Dean’s Article 35 memorandum, one copy of that response, attached to the Head’s or Dean’s Article 35 memorandum, will also be placed in the UMFA member’s personal file in the Dean’s Office. A second copy of the UMFA member’s response, signed by the Dean, shall be kept by the UMFA member.

Where, after a period of two subsequent years, the Head or Dean determines that the UMFA member has responded positively to the formative advice provided under the terms of Article 35, the Article 35 memorandum containing that advice shall be removed from the UMFA member’s file.

## **Supplement for Probationers**

All probationary instructors shall be evaluated at the end of each year of the probationary appointment, pursuant to Article 34.5.2 of the UM-UMFA Collective Agreement. In addition, all probationary lecturers, assistant professors, associate professors, and professors (as applicable) shall be evaluated annually, normally at the time that activity reports are submitted and based on performance during the previous calendar year. All evaluations of probationers shall provide significant formative feedback on all aspects of performance in teaching, research, and service (as applicable to the specific UMFA member) that provides clear and specific guidance on areas of strength and areas that need attention. All evaluations of probationary faculty members and instructors, regardless of when during the year they occur, shall be considered performance evaluations as contemplated in Article 35 of the UM-UMFA Collective Agreement. Probationers shall have the right to respond in writing to these evaluations pursuant to Article 35. Probationer evaluations shall be held in the relevant personal file in the Dean's Office, consistent with Article 11 of the UM—UMFA Collective Agreement.