

**HERITAGE COLLEGE
POLICY #15**

**CONCERNING THE APPRAISAL OF
NON-TENURED TEACHING PERSONNEL**

ADOPTION AND REVISION

The present Policy was adopted on May 7, 1996

Most recent date of revision:

**HERITAGE COLLEGE POLICY #15
CONCERNING THE APPRAISAL OF
NON-TENURED TEACHING PERSONNEL**

**ARTICLE 1
Objectives**

The College has required, since 1985, (Ref. 85-12-05-05.2.0-B) the appraisal of non-tenured faculty. The purpose of appraisal is:

- 1.1 To assist teachers to recognize their strengths and at the same time help them identify areas in which improvement is needed.
- 1.2 To determine the effectiveness of the teacher so that decisions may be made concerning hiring, rehiring, granting tenure, and finally to protect the teacher and the department.

**ARTICLE 2
Frequency of Appraisal**

- 2.1 The appraisal of non-tenured faculty should be done at least in the first semester of a new teacher's employment. Non-tenured teachers who have been employed at Heritage for more than one semester should continue to be appraised if:
 - a) the first appraisal is considered unsatisfactory or acceptableOR
 - b) upon the recommendation of the department.
- 2.2 Appraisal should start early in the semester and no decision on the non-granting of job priority can be made following one appraisal only. If an appraisal is done early enough in the semester this will allow the opportunity for improvement to take place in the case of teachers who are having some difficulties.

**ARTICLE 3
Guidelines to be Followed**

The following guidelines should be considered with respect to the appraisal of non-tenured faculty:

- 3.1 Each new teacher should be informed, during orientation, of the policy on non-tenured teacher appraisal. (A copy will be included in the teacher orientation book given to all new teachers at Heritage.)
- 3.2 Each teacher to be appraised should be given a copy of the tools used prior to any appraisal being done, and should also be notified of the time when this appraisal will take place.
- 3.3 When an appraisal is done the teacher concerned should receive written information indicating his/her strengths and any weaknesses. A plan for improvement should be included with the responsibilities of the teacher and the department outlined. Strategies can then be developed to assist in improving the teacher's next appraisal. Future appraisals should then address the areas that have been targeted for improvement.
- 3.4 Academic Services should be informed of the recommendation resulting from the appraisal of a new teacher.
- 3.5 If the aforementioned approach is followed, any departmental recommendation to ask the College not to grant job priority is then based on fact, indicating that the plan for improvement was not effective, and the only recourse is that of not granting job priority.

***HERITAGE COLLEGE POLICY #15
CONCERNING THE APPRAISAL OF
NON-TENURED TEACHING PERSONNEL***

**ARTICLE 4
Amendment**

This policy may be amended from time to time, or repealed, in accordance with College procedures.