
Cégep Heritage College Procedure #P31.2 Concerning Regular Education Seasoned Teacher Evaluation

(This procedure is to be used in conjunction with Policy #15 concerning Faculty Evaluation)

Subject: Procedure relating to the evaluation of seasoned teachers.

Administrator: Associate Academic Dean and Director of Human Resources

Issuing Service: Academic Services and Human Resources

Coming into Force: April 18, 2013

Revised:

Purpose

The purpose of this document is to establish a clear process on how to evaluate seasoned teachers¹.

Application

These procedures apply to all seasoned teachers at Cégep Heritage College as defined in Policy #15 Concerning Faculty Evaluation.

Procedures

1. Scheduling

- a. Before the start of classes each semester, the Associate Academic Dean will identify the seasoned teachers scheduled to be evaluated during the semester. One-fifth (twenty percent) of the seasoned teachers in each department will be evaluated each year. The evaluation process will start with teachers whose last evaluation was completed five or more years earlier in reverse order of seniority. Teachers within two years of retirement eligibility² are exempt from evaluation.
- b. The Associate Academic Dean will notify the teachers that they are scheduled for an evaluation and will send the list of seasoned teachers to be evaluated in each department to the Department Coordinator.
- c. The teacher will identify the course to be evaluated and choose the form of peer evaluation he/she wishes to have done.

¹ See the Glossary at the end of this document for definitions of frequently-used terms.

² Refer to CARRA rules for retirement eligibility.

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- d. The teacher will select an individual within the College community to do the peer evaluation. The individual selected has the right to decline in which case, the teacher will select someone else. The teacher will forward the name of the evaluator to the Associate Academic Dean by the fourth week of the semester.
- e. If the teacher fails to name someone to act as evaluator, the Associate Academic Dean will name someone on behalf of the teacher.
- f. The teacher will schedule the peer evaluation with the evaluator.

2. Seasoned Teachers Evaluation Elements

A seasoned teacher evaluation contains these mandatory elements:

- student questionnaires
- a self-evaluation

and includes at least one of the following peer evaluations:

- classroom observation and feedback
- an assessment of the quality of course material or
- an assessment of professional practice including knowledge of the discipline, and participation in departmental activities.

2.1 Mandatory Evaluation Elements

a) Student Questionnaire

As part of the teacher's evaluation process, the student questionnaire to be used will either be printed or be available electronically and will include the following

1. Five (5) College questions which are mandatory;
2. Any number of questions selected by the Department from the bank of questions provided or questions developed by the Department;
3. Optionally, questions added by the Evaluation Team and/or by the teacher being evaluated.

On the scheduled day, the questionnaires will be distributed to the students either on paper or electronically while respecting the following recommendations:

- The teacher should not be present in the room while the students are completing the questionnaires;

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- The students will be given instructions to be constructive and considerate in completing the questionnaires.

i. Paper Questionnaires

- a. The teacher will leave the classroom ten or fifteen minutes before the end of a class and the peer evaluator will distribute the questionnaires;
- b. The students will complete the questionnaires while the peer evaluator is in the classroom and hand the completed questionnaires in to the peer evaluator as they leave the classroom;
- c. The peer evaluator will place the completed questionnaires in a sealed envelope and date and sign it;
- d. The results of the questionnaire will be transcribed by the peer evaluator on the Student Questionnaire Summary Form;
- e. The teacher must never see original completed paper questionnaires.

ii. Electronic Questionnaires

One of the following mechanisms will be used to distribute an electronic questionnaire:

- a. Ten or fifteen minutes before the end of a class, the peer evaluator will move the students to a computer lab and instruct the students on how to log in and complete the questionnaires. The peer evaluator will stay in the room with the students until they have completed the questionnaires;
- b. The teacher will send an electronic message to all of the students in the class with a link to the questionnaire and request that they complete the questionnaire by a given date and time. A follow-up reminder electronic message may be necessary;
- c. The teacher will put a link to the questionnaire on Moodle with instructions to complete the questionnaire by a given time and date.

b) Self-Evaluation

- a. The summary results of the student questionnaires and the results of the peer evaluation will be given to the teacher;

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- b. The teacher will write a summative report of the evaluation results. This report will include a description of the course context³, a summary of the results of the student questionnaires and the peer evaluation and a conclusion. The conclusion summarize the teacher's strengths and weaknesses identified in the evaluation and, if appropriate, include changes that the teacher plans to incorporate in his/her teaching as a result;
- c. The peer evaluator will sign the report;
- d. The teacher will submit the report to the Associate Academic Dean.

2.2 Peer Evaluations

The teacher will be evaluated using his/her choice **of one** of the following three (3) types of peer evaluations:

2.2.1 Classroom Observation Visits

- a. The peer evaluator will arrive at the classroom on the agreed upon date and time before the class begins and will sit at the back of the classroom;
- b. The peer evaluator will meet with the teacher as soon as possible after the class for an informal debriefing;
- c. The teacher may request a second visit within two weeks in the case of an atypical class. This subsequent evaluation will be used as the official visit;
- d. The peer evaluator will write up the results of the visit including any suggestions or recommendations for improvement using the "Classroom Observation Form";
- e. The peer evaluator will meet with the teacher to review the classroom visit and the recommendations on the completed "Classroom Observation Form".
- f. The teacher may add comments on the form;
- g. The peer evaluator and the teacher will both sign the form.

2.2.2 Assessment of Professional Practice⁴ and Knowledge of the Discipline⁵

This assessment addresses Evaluation Criteria 1(Professional Practice) and 2 (Knowledge of the Discipline) of Policy 15.

- a. The peer evaluator will consult with the Department Coordinator to assess the professional practice criteria;

³ Refer to article 3.4.1 of the Teacher Evaluation Policy for a description of context.

⁴ Refer to article 3.5.1 of the Teacher Evaluation Policy for a description of professional practice.

⁵ Refer to article 3.5.2 of the Teacher Evaluation Policy for a description of knowledge of the discipline

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- b. The teacher will provide the peer evaluator with documents demonstrating knowledge of the discipline. These could include course notes, learning activities the teacher has designed, publications in the discipline and professional certifications;
- c. The peer evaluator will meet with the teacher to review the results of the professional practice and knowledge of the discipline assessment;
- d. The peer evaluator will complete the Seasoned Teacher - Assessment of Professional Practice Form;
- e. The teacher may add comments on the form;
- f. Both the Peer Evaluator and the Teacher will sign the Assessment of Professional Practice Form.

2.2.3 Assessment of Course Material

- a. The teacher will provide the peer evaluator with sample copies of course material (could include samples of class notes, exercises, assignments, labs and tests);
- b. The teacher may also be asked to submit copies of marked student work to the peer evaluator;
- c. The peer evaluator will review the material and ensure that :
 - It addresses the course competencies and objectives;
 - The marking scheme and the format of the work required from students are consistent with departmental norms and standards.
- d. The peer evaluator will review the work assigned to students paying particular attention that the following are appropriate to the course and to the students' abilities:
 - the volume of work required from the students;
 - the difficulty level of the work;
 - the expectations of the quality of work.
- e. The peer evaluator will ensure that the work assigned to students corresponds with the expectations laid out in the course outline;
- f. The peer evaluator will complete the Seasoned Teacher Assessment of Course Material Form;
- g. The peer evaluator will meet with the teacher to review the results of the course material assessment.
- h. The teacher may add comments on the form.
- i. Both the peer evaluator and the teacher will sign the Seasoned Teacher Assessment of Course Material Form.

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3. Interview with the Associate Academic Dean

- a. The Associate Academic Dean will meet with the teacher following the receipt of the self-evaluation report to discuss the results;
- b. The Associate Academic Dean will determine if a formative development plan is advisable;
- c. If required, the Associate Academic Dean and the Teacher will establish a development plan;
- d. The Development Plan will include a timeline for follow-up;
- e. The Associate Academic Dean will complete the Seasoned Teacher Summary Form and will forward it to the Human Resources Office to be archived.

4.0 Archiving of documentation

The summary results will be kept in the employee's Human Resources dossier.

5.0 Roles and Responsibilities

6.1 Board of Governors

The Board approves the present procedure and any revisions thereto.

6.2 Director General

The Director General oversees the application of the present procedure.

6.3 Academic Dean

The Academic Dean is responsible for the application of the present procedure.

6.4 Director of Human Resources

The Director of Human Resources maintains all evaluation summaries in the confidential employee file.

6.5 Associate Academic Dean

The Associate Academic Dean is responsible for the implementation of the present procedure.

The Associate Academic Dean establishes the list of faculty to be evaluated each semester.

The Associate Academic Dean ensures that the teachers being evaluated are informed in writing by the first day of classes of the semester.

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The Associate Academic Dean receives the self-evaluations and meets with seasoned teachers for a debriefing interview following the completion of their evaluation.

If applicable, the Associate Academic Dean requires that seasoned teachers prepare a development plan in consultation with the peer evaluator following the debriefing interview.

6.6 Department Coordinator

The Department Coordinator receives the list of seasoned teacher(s) to be evaluated during the semester from the Associate Academic Dean.

The Department Coordinator meets with the Peer Evaluator if the professional practice is selected as a criteria for peer evaluation.

6.7 Department

The Department is responsible for selecting the questions on Part II of the Student Questionnaire Form (additional questions) and for choosing the means of evaluation (paper or electronic version).

6.8 Peer Evaluator

The Peer Evaluator is responsible for meeting with the teacher to be evaluated at the beginning of the semester to set the schedule of evaluation activities.

Depending on the third evaluation method chosen, the peer evaluator is also responsible for conducting classroom visits and documenting the results, reviewing course material and documenting the findings or assessing knowledge of the discipline and consulting with the department coordinator on the professional practice criteria.

The peer evaluator is responsible for conducting peer interviews with the teacher to provide feedback and suggestions.

The peer evaluator completes the appropriate assessment form and provides the teacher with written copies of all peer evaluation documentation.

6.9 Teacher

The Teacher being evaluated identifies the course to be evaluated and chooses the form of peer evaluation to be done.

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- a. The teacher selects an individual within the College community to do the peer evaluation and schedules the peer evaluation with the selected individual.
- b. The teacher submits the self-evaluation report document to the Associate Academic Dean and meets with the Associate Academic Dean for a debriefing interview.
- c. The teacher may request a follow-up meeting with the Associate Academic Dean to further discuss or respond to the evaluation. The teacher may invite a third party of his or her choice to the second meeting.
- d. If required, the teacher prepares and commits to following a development plan.

6.10 Quality Education Advisory Committee

The Quality Education Advisory Committee develops and approves all evaluation instruments.

The Quality Education Advisory Committee advises on the coordination of the various department and services involved with issues of evaluation and professional assistance.

6.11 Students

The students are responsible to complete their course evaluations in a fair and honest manner.

7.0 Revision

The present procedure will be reviewed at least every five (5) years, and revised when deemed necessary.

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Glossary

Seasoned Teacher: A teacher for whom at least one of the following situations applies as per the FNEEQ collective agreement (art. 5-1.08)

- Held a full-time teaching load;
- Held a teaching load equivalent to at least 0.50 FTE per year for two (2) consecutive contract years;
- Accumulated one and a half (1.5) years of seniority.

Evaluator: An individual from the College community who is selected by the teacher being evaluated or by the Associate Academic Dean.

Quality of Education

Advisory Committee: Advisory committee to the Academic Dean on the implementation, application and revision of Policy 15 Concerning the Evaluation of Faculty. This committee is composed of the Academic Dean, the Director of Human Resources, the Associate Academic Dean, Director of Continuing Education and three seasoned faculty members, one from each: Career Programs, General Education Departments, and Pre-University Programs.

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Related Documents

This document is to be used in conjunction with⁶:

- Cégep Heritage College Policy #15 Concerning Faculty Evaluation
- Cégep Heritage College Policy #3 Concerning Personnel Management
- Cégep Heritage College Policy #10 Concerning Human Resources
- Cégep Heritage College Policy #11 Concerning Professional Development for Employees.
- Cégep Heritage College Procedure 31.1 Concerning New Teacher Evaluation
- Cégep Heritage College Procedure 31.3 Concerning Continuing Education Teacher Evaluation
- Classroom Observation Form
- Seasoned Teacher- Assessment of Professional Practice Form
- Seasoned Teacher - Assessment of Course Material Form
- Seasoned Teacher - Evaluation Summary Form
- Student Questionnaire Form
- Student Questionnaire Summary Form

⁶ All of the related documents can be obtained from Human Resources

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Appendix 1

<i>Seasoned Teacher Evaluation Schedule</i>			
<i>When</i>	<i>Who</i>	<i>Activity</i>	<i>Document</i>
Before the start of classes	Associate Academic Dean	<ul style="list-style-type: none"> • Identify seasoned teachers requiring evaluation • Notify teachers • Send departmental list to coordinator 	
	Teacher	Choose course to be evaluated	
	Teacher	Choose form of peer evaluation and evaluator	
	Teacher and Peer Evaluator	Set schedule for peer evaluation and student questionnaire activity during the semester	
Before the end of the semester	Teacher (<i>if survey is electronic</i>) OR Peer Evaluator (<i>if survey is on paper</i>)	Arrange for distribution and collection of student questionnaires	Student Questionnaire Form
	Peer Evaluator	If paper survey is used collate results	Student Questionnaire Summary Form
	Peer Evaluator	Conduct peer evaluation	Appropriate Form: <ul style="list-style-type: none"> • Class Observation Form • Seasoned Teacher - Assessment of Professional Practice Form • Seasoned Teacher - Assessment of Course Material Form
	Teacher and Peer Evaluator	Meet to discuss peer evaluation	
	Teacher	Complete self-evaluation report	Self-Evaluation Report
	Peer Evaluator	Sign self-evaluation report	Self-Evaluation Report

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	Teacher	Submit self-evaluation report to the Associate Academic Dean	Self-Evaluation Report
	Associate Academic Dean	Debriefing Interview with the teacher	
	Associate Academic Dean	Completes the Seasoned Evaluation Summary Form	Seasoned Teacher - Evaluation Summary Form
	Associate Academic Dean And Teacher	Prepare a development plan (if applicable)	