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## Annual Performance Assessment - CUPE Staff Policy

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### Department Policy Number

200 003

### Effective Date

February 1, 2004

### Purpose

This policy outlines the annual performance review process for staff members under the Board/CUPE Collective Agreement.

### Definitions

<b>Agreement</b>	Collective Agreement between the Governors of Athabasca University (the Board) and Canadian Union of Public Employees, Local 3911 (CUPE).
<b>Articles</b>	Referenced from the Collective Agreement.
<b>Personnel File</b>	The staff member's permanent personnel file is maintained in Learning Services – Tutorial.

### Policy

The University conducts a formal assessment process annually and supports and encourages ongoing discussion and evaluation of the staff member's performance between the staff member and academic supervisor on a regular basis. The following steps and procedures will normally be observed in the performance review process for CUPE staff members who have been on staff for a period of at least three months.

#### 1.0 Criteria and Purpose

Annual performance appraisals must be completed by May 31 of each year. The following procedures are based on key clauses contained in Article 6 of the agreement.



- 1.1 The employer and union agree that the primary purpose of performance appraisal is twofold:
  - (a) To improve the quality of tutoring by assisting the employee to develop and improve tutoring skills;
  - (b) To ensure a standard of acceptable employee performance.

## 2.0 Procedures and Responsibilities

### 2.1 Learning Services – Tutorial

- 2.1.1 Shall advise academic supervisors and CUPE members in March of each year that the annual performance appraisal process must be initiated and completed no later than May 31.
- 2.1.2 Shall forward to academic supervisors and CUPE members in March of each year:
  - (a) The appraisal process;
  - (b) The appraisal form;
  - (c) Web location of pertinent job descriptions.
- 2.1.3 Shall provide to academic supervisors and CUPE members quarterly summary reports of student feedback received (based on Undergraduate Course and Tutor Satisfaction Survey).
- 2.1.4 Shall maintain a log of submitted appraisals to ensure that a performance appraisal has been completed for each applicable employee.

### 2.2 Academic Supervisor

- 2.2.1 Shall complete a performance appraisal for each individual under his or her supervision by May 31 of each year. This appraisal should include discussion with the employee preferably in person or by telephone.
- 2.2.2 Shall complete a performance appraisal form and distribute as follows:
  - (a) Original form to Learning Services - Tutorial for placement on the employee's personnel file.
  - (b) Copy of the form to the employee.



2.2.3 Shall forward to Learning Services - Tutorial, for placement on the employee's personnel file, any responses to the appraisal received from the employee.

2.2.4 Academic supervisor, as per Article 6.02, shall not use any information received from a tutor's self-appraisal for the purposes of discipline as outlined in Article 23.

### 2.3 Employee

2.3.1 As per Article 6.05 an employee may request a telephone interview to discuss their performance appraisal.

### 2.4 Provost and Vice-President Academic

2.4.1 Shall send a reminder notification to academic supervisors in early May of each year to ensure that performance appraisal process has been initiated and will be completed by May 31.

## 3.0 Review Process

As per Article 6.06 there will be periodic reviews of the performance appraisal system.

### **Regulation**

### **Procedure**

### **Approved By**

President, March 1, 2004

### **Amended Date/Motion No.**

### **Related References, Policies and Procedures**

### **Applicable Legislation/Regulation**

[The Governors of Athabasca University \(the Board\)/CUPE Collective Agreement](#)

### **Responsible Position/Department**

This policy is maintained and administered by Learning Services – Tutorial. For further information please contact the Coordinator, Learning Services – Tutorial.

### **Keywords**