

Probationary Evaluation Process
(January start date)

Time Frame	Task	Who's Responsible
Within 1 st month of start of classes	IPEC appointed (2 dept members & 1 outside member)	Dean in consultation with department & individual
Early in 1 st term	Meet with probationary faculty & explain process	IPEC
Throughout probationary period	Ensure that data is collected & reports are filed	IPEC
Mid-Dec of 1 st year (for January 1 start date)	Completed 1 st year file (summary report sent to Dean's office)	IPEC
End of 2 nd term	Decision on continuance	Dean
Mid-Sept of 2 nd year (for January 1 start date)	2 nd summary report sent to Dean's office	IPEC
	Decision	Dean

Individual's Probationary Evaluation File

Information to be placed in file	Who's Responsible
Student evaluations on each course/section taught during probationary period (summarized data)	Dean's office initiates process and produces numerical summaries
Classroom observation for at least 1 class per term each year	IPEC
Supportive material (all course outlines, assignments & exams)	Probationary faculty
Up-to-date CV	Probationary faculty
Any data relevant to evaluation non-instructional contributions	Anyone
Optional self-evaluation	Probationary faculty
Colleague evaluation reports (department members should review the data in the IPEF before filing reports)	All ongoing faculty in the department