

## UNIVERSITY OF THE FRASER VALLEY

### Individual Probationary Evaluation Committee (IPEC) Timelines for Initial Probationary Faculty Evaluation (for August hires)

<b>DATE Year 1</b>	<b>TASK</b>	<b>NOTES</b>
Sept. (2 <sup>nd</sup> week)	IPEC committee meets to review procedures; dean meets with IPEC chair.	Committee is post-IPEC tenure-track and tenured faculty members only (Dean in consultation with department and faculty).
Sept. (2 <sup>nd</sup> to 3 <sup>rd</sup> week)	IPEC meets with probationary faculty and explains the process as in the procedures document.	Create IPEF and house in Dean's office.
Sept.-Nov.	Classroom observation at least one class this semester by IPEC member.	Complete observation sheet (team teaching not allowed for this observation). Confirm assessment with faculty member and file with Dean's office.
Oct.	Probationary faculty provides IPEC with copies all quizzes, exams, assignments and course outlines from the first semester of the first term.	This material added to the IPEF housed in the Dean's office to be reviewed by IPEC.
Oct.	Student evaluations on each course/section taught during this semester (summarized numerical data only).	Dean's office initiates process and produces numerical summaries.
Nov.- Dec.	IPEC will ensure that all data is collected and reports are filed.	File with Dean's office.
	<b>End of First Semester First Year Probationary Period</b>	
Jan.- March	Classroom observation at least one class this semester by IPEC member.	Complete observation sheet. Confirm assessment with faculty member and file with Dean's office.
Feb.- March	Student evaluations on each course/section taught during this semester probation period (summarized numerical data only).	Dean's office initiates this process and produces numerical summaries.

March- April	Departmental (or equivalent) colleague evaluation reports to be completed; review of the data in the IPEF before filing report.	Post-IPEC tenure-track and tenured faculty only from the department are allowed to fill out report in Dean's office.
April	Probationary faculty submits current curriculum vitae and is encouraged to submit a self-evaluation including an outline of scholarly activity.	File with Dean's office.
April	Department Head (or equivalent instructional area head) submits a report on departmental service and program development.	File with Dean's office.
April 15th	IPEC will meet to discuss the file and submit its report to the Dean.	File in Dean's office for review.
April 30th	At least 90 days prior to completion of Year 1, the Dean makes a decision on continuance to Year 2.	End of the second semester of the first term of the probationary period, the Dean will make a decision on continuance and inform the IPEC committee.
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## UNIVERSITY OF THE FRASER VALLEY

### Individual Probationary Evaluation Committee (IPEC) Timelines for Initial Probationary Faculty Evaluation (for August hires) (cont'd.)

<b>DATE Year 2</b>	<b>TASK</b>	<b>NOTES</b>
Sept. – Oct.	Probationary faculty provides IPEC with copies all quizzes, exams, assignments and course outlines from the first semester of the first term.	Add to file in Dean's office.
Sept. - Oct.	Classroom observation at least one class this semester by IPEC member.	Complete classroom observation sheet. Confirm assessment with faculty member and file with Dean's office.
Oct.	Student evaluations on each course/section taught during this semester (summarized numerical data only).	Dean's office initiates process and produces numerical summaries.
Nov.- Dec.	IPEC will ensure that all data is collected and reports are filed.	File with Dean's office.
	<b>End of First Semester Second Year Probationary Period</b>	
Jan.- April	Classroom observation at least one class this semester by IPEC member.	Complete observation sheet. Confirm assessment with faculty member and file with Dean's office.
Feb.- March	Student evaluations on each course/section taught during the probation period (summarized numerical data only).	Dean's office initiates this process and produces numerical summaries.
March- April	Departmental colleague evaluation reports to be completed; review of the data in the IPEF before filing report.	Post-IPEC tenure-track and tenured faculty only from the department are allowed to fill out report in Dean's office.
April	Probationary faculty submits current curriculum vitae and is encouraged to submit a self-evaluation including an outline of scholarly activity.	File with Dean's office.

April	Department Head (or equivalent instructional area head) submits a report on departmental service and program development, including potential for contribution to university and community.	File with Dean's office.
April 15th	IPEC will meet to discuss the file and submit its report and recommendation to the Dean.	Get IPEF from Dean's office to review.
April 30th	At least 90 days prior to completion of the entire probationary period (two years' full time equivalent work), the Dean makes a decision on continuance on tenure track appointment or termination.	The Dean will advise the IPEC member of the decision.
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**Probationary Faculty Evaluation Process  
(for January hires)**

<b>Time Frame</b>	<b>Task</b>	<b>Who's Responsible</b>
Jan. (2 <sup>nd</sup> week)	IPEC committee meets to review procedures; dean meets with IPEC chair	Committee is post-IPEC tenure-track and tenured faculty members only (Dean in consultation with department and faculty).
Early in 1 <sup>st</sup> term of probationary period	IPEC meets with probationary faculty and explains the process as in the procedures document.	Create IPEF and house in the Dean's office
Throughout probationary period	Ensure that data is collected and reports are filed as described for Years 1 and 2, above	IPEC
Mid-December of 1st year (end of year with the January 1 start date)	Completed 1 <sup>st</sup> year IPEF as described for Year 1, above (summary report sent to Dean's office)	IPEC
End of 1st year	Decision on continuance to second year	Dean
Mid-Sept of 2 <sup>nd</sup> year (for January 1 start date)	IPEC complete 2 <sup>nd</sup> summary report and send to Dean's office	IPEC
End Sept. of 2 <sup>nd</sup> year (for January 1 start date previous year)	Decision on continuance on tenure-track	Dean

## **Individual Probationary Evaluation File (IPEF)**

<b>Information to be placed in file</b>	<b>Who's Responsible</b>
Student evaluations on each course/section taught during probationary period (summarized numerical data)	Dean's office initiates process and produces numerical summaries
Classroom observation for at least one class per each semester of the entire probationary period (normally four classroom observations in total).	IPEC
Supporting material (all course syllabi, assignments and exams)	Probationary faculty
Up-to-date CV	Probationary faculty
Any data relevant to evaluation of non-instructional contributions	Anyone
Optional self-evaluation and/or testimonials	Probationary faculty
Colleague evaluation reports (departmental members should review the data in the IPEF before filing reports)	All ongoing faculty in the department