**Attachment A**

**FACULTY PERFORMANCE REVIEWS**

**Faculty of Health**

**For probationary and definite term contract appointments – evaluation is conducted annually.**

**For tenured faculty and continuing lecturers – evaluation is conducted every two years (biennial cycle is conducted on “odd” year cycle).**

**Faculty awarded tenure during an even year – evaluation will be conducted for a single year, and then the following evaluation will be based on two years to transition to the biennial cycle.**

Note: Members shall provide documentation for the calendar year(s) under evaluation (one year for members holding probationary or definite-term appointments, and two years for members holding tenured or continuing appointments). In addition, members shall provide documentation for the number of previous years specified by their Faculty Guidelines. Scholarship shall be assessed on the total evidence from a window of two years. Teaching and service shall be assessed on the evidence from the year(s) under evaluation. The remaining documented years shall provide context to the assessed evidence (MoA article 13.5.2 (b)).

**[[1]](#footnote-2)**For review year(s):

Faculty member’s name:

Rank (as of Dec 31):

Appointment Type:

Appointment Category:

Current/previous sabbatical/special leave, unpaid leave, and sick leave date:

Please indicate reduced workload percentage, if different than 100%:

Weightings need to be formalized in the member’s letter of appointment; any changes must be confirmed, in writing, with Chair/Director (copy to be forwarded to the Faculty Office for personnel file).

For members on a biennial performance review cycle, the rating for non-review years shall be equal to the rating for the previous review year.

Workload Weightings:

Year 1:

Teaching

Research

Service

Year 2:

Teaching

Research

Service

A. Teaching Activity**:** Please document the extent of your involvement in and quality of teaching since the previous evaluation (ending Dec 31).

As per Faculty Relations Committee, academic units should be open to other sorts of evidence of teaching and provide clear rules for what counts for summative evaluations and what is to be used for formative purposes.

**Courses Taught**:

**1. Please list the courses that you taught over the faculty performance evaluation year(s):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course and term** | **Number of students enrolled** | **First time teaching?** | **Graduate/**  **Undergraduate** | **Online or in-person** | **Did you develop this course?** | **Required or elective** | **Team-taught course (y/n)?** |
| **Year 1 (ending Dec 31)** | | | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Year 2 (ending Dec 31)** | | | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Add additional rows as necessary.

* 1. **Include the Student Course Perceptions Survey data for each course:**

| **Year of course evaluation** | **Mean SCP Implementation for course** | **Mean SCP Design for course** | **Student response rate (%)** | **Number of students enrolled** | **Comments for student ratings, including unusual circumstances (optional)** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

**Curriculum Work:**

**1.2 Please list course design or implementation changes and any new course development undertaken during the faculty performance evaluation period.**

|  |  |
| --- | --- |
| **Date** | **Nature of the activity** |
|  |  |
|  |  |

Add additional rows as necessary.

**Professional Development and Scholarship**:

**1.3 Please list any professional development related to teaching (e.g., workshops, conferences, training, etc.) undertaken during the faculty performance evaluation period. How has this impacted on your teaching practice?**

| **Date** | **Nature of the activity** |
| --- | --- |
|  |  |
|  |  |
|  |  |

Add additional rows as necessary.

* 1. **Please list work on the Scholarship of Teaching and Learning (e.g., publications, presentations at conferences or workshops, etc.) undertaken during the evaluation period**.

| **Date** | **Scholarship of teaching and learning** |
| --- | --- |
|  |  |
|  |  |
|  |  |

Add additional rows as necessary.

**2. Student Supervision:**

Please list the supervision tasks that you have undertaken over the evaluation period.

**2.1 Undergraduate student: Total ( ); Completed ( ); In progress ( )**

| **Student name** | **Thesis/independent study** | **Start date** | **Date of completion/in progress** | **Co-supervisor (if applicable)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

Add additional rows as necessary.

**2.2 Graduate students and postdoctoral fellows: Total ( ); Completed ( ); In progress ( )**

| **Student Name** | **Level (MSc, PhD, PDF)** | **Start date** | **Date of completion/in progress** | **Co-supervisor (if applicable)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

Add additional rows as necessary.

List all students that you worked with as a committee member. For each student, include name, start date, level of study, role, and date of completion, if appropriate.

**2.3 Committee Member: Total ( ); Completed ( ); In progress ( )**

| **Student name** | **Level (MSc, PhD, Comprehensive)** | **Dept/School** | **Start date** | **Date of completion/in progress** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

Add additional rows as necessary.

# B. Scholarly Activity:

|  |  |
| --- | --- |
| **Summary for** Click here to enter YEAR. | |
| Full refereed published articles | Enter number |
| Full refereed in-press articles | Enter number |
| Other scholarly work | Enter number |
| Books | Enter number |
| Book chapters | Enter number |
| Refereed published conference proceedings | Enter number |
| Refereed in-press conference proceedings | Enter number |
| Book reviews and other short written communications | Enter number |
| Invited presentations at scientific meetings | Enter number |
| Self-initiated presentations at scientific meetings | Enter number |

**(OPTIONAL: Comments on the quantity or the quality of your research, e.g., impact of publications and/or presentation.)**

**1. a) Full refereed published articles for the last two years (indicate dates)** Click here to enter number of publications.

Indicate students with an asterisk (\*). Please indicate if this publication has formed part of a previous annual review. “In press” articles reported in one year should not be reported the next year as “published”.

**b) Full refereed in-press articles** Click here to enter number of articles. - use "in-press" instead of "accepted" or "forthcoming". *"In-press" implies that the editor has informed the author that there are no changes to the manuscript required prior to publication.*

**c) Scholarly work** outside of the usual peer reviewed venues is valued, however, the onus is on the faculty member to provide evidence of its quality, impact and relevance. (Insert DOI # if known) Click here to enter number of scholarly works.

1. **Books:** Click here to enter number of books.
2. **Book Chapters:** Click here to enter number of book chapters.
3. **Refereed published or in-press conference proceedings:** Click here to enter number of conference proceedings.
4. **Book reviews and other short written communications:** Click here to enter number of book reviews/short communications.
5. **Invited presentations at scientific meetings** (as distinct from seminars at other universities, for example): Click here to enter number of invited presentations.
6. **Self-initiated presentations at scientific meetings, abstracts** [indicate peer reviewed by abstract with an asterisk (\*)]: Click here to enter number of self-initiated presentations.
7. **Grants and contracts** (include: author(s), agency, title, amount, and dates of grants; the order of authors should be the same as on the grant application). Indicate your own role on the grant (i.e., PI, Co-PI, Co-I, Collaborator, etc.)
8. Currently held and in progress (new)
9. Received (list current on-going grants, for example: in the 3rd year of a 5-year grant) (old)
10. Applied for
11. Rejected

Add additional rows as necessary.

| **Author** | **Agency** | **Title of research contract/grant** | **Amount** | **Duration (MM/YY)** | **Role** | **Status (currently held and in progress, received, applied for, rejected)** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| **Sub-total: PI ( )**  **Sub-total: Co-PI ( )** |  |  |  |  |  |  |
| **Sub-total: Co-I ( )** |  |  |  |  |  |  |

1. **Non-refereed publications and presentations** (talks to nonscientific groups and university classes should be included in service).
2. **Non-refereed proceedings of scholarly/professional meetings:**
3. **Technical reports, policy briefs produced:**
4. **Describe any other research translation activities undertaken, not otherwise described:**
5. **Patents** (e.g., material transfer agreements, etc.):

**C. Service:**

**Nature and scope of service contributions**

Faculty members are required to describe the nature and scope of their service contributions, including an estimate of time spent on each item so that they can be properly evaluated. Only service directly related to your role as a faculty member should be reported. Do not include service which you perform as an independent citizen.

Service can be divided into four categories: Service to the University of Waterloo, including faculty and department; service to your profession (if applicable); service to academia; service to the broader public that is related to your position as a faculty member.

For each type of service, provide title/role, name of sponsor, agency/organization, estimated number of hours during the year, and whether the service was assigned by a chair, dean, or other person) or voluntary. In any category, please add any comments related to quality or quantity that you believe would assist in the evaluation.

1. **Service to University/Faculty/Dept.**
   1. **Committees (include ad hoc)**
2. **Service to your Profession** (i.e., Professional associations)
   1. **Membership**
   2. **Committees, etc.**
3. **Service to Academia**

List activity as reviewer of:

* 1. **Grant applications:**
  2. **Journal articles:**
  3. **Other** (e.g., mentorship and/or providing letters of support for award nominations, grant writing)

1. **Service to the Broader Public** related to your position as a faculty member, community service related to professional activities (e.g., Speake’s Bureau, High School Talks, etc.)
2. **Other**

# D. Awards:

Describe any teaching/supervision, research or service awards won during the year, including the name, sponsor, amount, date, and objective of the award.

**Attachment B**

**FACULTY PERFORMANCE REVIEW**

**WORK PLAN**

**Faculty of Health**

**Name:**

**For Calendar Year(s):**

1. Teaching plans for the coming year. Indicate teaching assignment, new courses, curriculum development, number of graduate students, student supervision, mentorship, etc. The assessment should consider the quality of student supervision, not merely its quantity.
2. Anticipated scholarship activities. Include editorial board activities and other activities.
3. Service activities. Note major commitments to the University and/or professional organizations.

Note: Relative weights for teaching, scholarship and service are normally 40-40-20. Use the space below to make application for a change in these weights.

Attachment C

To be completed by Chair/Director

**Faculty of Health**

**Faculty Performance Review Acknowledgment**

**Faculty member’s name:**

**Rank:**

**Department/School:**

**Year 1 Weighting Percentage (YYYY): Jan-Dec/YYYY Weighting: 20-40-20 (example)**

Format - Administrative title: dates in role (dates applicable to evaluation year)

Example - Associate Chair of Undergraduate Studies: July 1, 2020 - June 30, 2023 (Jan - Dec 2021; 12 months)

**Year 2** **Weighting Percentage (YYYY): Jan-Dec/YYYY Weighting: 20-40-20 (example)**

Format - Administrative title: dates in role (dates applicable to evaluation year)

Example - Associate Chair of Undergraduate Studies: July 1, 2020 - June 30, 2023 (Jan - Dec 2022; 12 months)

**Rating categories:**

* 1. Outstanding

1.75 Excellent

1.5 Very Good

1.25 Good

1.0 Satisfactory

0.75 Needs some improvement

0.5 Needs improvement

0.25 Needs major improvement

0.0 Unsatisfactory

**For members on a biennial performance review cycle, the rating for non-review years shall be equal to the rating for the previous review year.**

**Rating Scores (YEAR 1 AND/OR YEAR 2):**

Teaching:

Research:

Service:

**Overall Score:**

**Comments from Chair/Director:**

**Enter comments here:**

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Signature: Chair/Director Date

Signature: Dean, Lili Liu, Dean Date

**Note to Faculty Member**: Please sign below to indicate that you have seen the assessment and the Chair's (or Dean’s) comments. If you would like to discuss your assessment, please contact the above Chair/Director (Dean) during the next week. If you wish to record any observations with respect to the recommendation or comments, you may attach a statement to this form. Please refer to the Memorandum of Agreement for more information.

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Faculty Member’s Signature Date

**Please sign and return original to the Dean. Keep a copy for your file**

1. A member who does not submit the required documentation by the specified deadline, normally will receive an overall rating of at most 0.5 as specified in MoA 13.5.3. [↑](#footnote-ref-2)