

COMPREHENSIVE EVALUATION FORM FOR SCFA NON- INSTRUCTIONAL FACULTY

COMPLETED BY APPROPRIATE SUPERVISOR

SELKIRK COLLEGE FACULTY ASSOCIATION



This form will normally be completed at the end of the first year for short-term employees and regular employees in their first (probationary) year. If the results are satisfactory, it will be used every five years thereafter in accordance with Article 7.8.2 of the SCFA Collective Agreement, for regular employees. It may also be completed, in accordance with Article 7.7, at the request of the Dean/Department Head or the employee. For each category below please comment on areas of strength and/or areas that may need improvement.

Employee Name:	Department:	Evaluator:
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Period of Completed Evaluation:

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BRIEF OVERVIEW OF DUTIES:

DUTIES AND RESPONSIBILITIES:

GENERAL EXPECTATIONS:

COMPREHENSIVE
EVALUATION FORM
FOR SCFA NON-
INSTRUCTIONAL FACULTY

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FACULTY ASSOCIATION**



OTHER SERVICE TO COLLEGE:

PROFESSIONAL DEVELOPMENT:

EVALUATION SUMMARY:

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CONTINUOUS EMPLOYEES

- CHECK APPROPRIATE BOX:
- Evaluation satisfactory Evaluation satisfactory and further action is required. Details attached
 - Evaluation unsatisfactory and at least one of the following is required. Details attached.
 - action plan
 - probation recommended

FIRST YEAR EMPLOYEES

- CHECK APPROPRIATE BOX:
- Evaluation satisfactory
 - Evaluation unsatisfactory – no further offer of employment

School Chair / Department Head Date Signature

EMPLOYEE RESPONSE TO EVALUATION:

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The evaluation appraisal has been discussed with me.

Employee Date Signature

School Chair / Department Head Date Signature

Dean Date Signature