

**ANNUAL PERFORMANCE EVALUATION
PROCEDURES AND CRITERIA DOCUMENT
Department of Psychology
Faculty of Social Science**

Ratified March 2001

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The Annual Performance Evaluation Committee of the Department of Psychology will provide an annual assessment of all members of the University of Western Ontario Faculty Association in the Department of Psychology, including Full-Time Probationary and Tenured, Limited Term and Limited-Duties Members. The assessment will encompass all types of responsibilities (teaching, research, and service) that are specified in the Member's Academic Responsibilities and Workload--taking into account, if necessary, any modifications described in the Member's Letter of Appointment. Thus, evaluations of Full-Time Probationary and Tenured and Limited Duties Members will normally include their performance in teaching, research, and service, whereas Limited-Duties Members will only be assessed in the area of Teaching.

Within each applicable area of responsibility (teaching, research, and service), the Annual Performance Evaluation Committee will categorize the Member's performance on a five-point scale as follows:

4 outstanding

3 very good

2 good

1 acceptable

0 below the acceptable level

All ratings shall be applied as an absolute scale based on reasonable performance in teaching, research, or service, rather than as a relative scale based on normative performance within the Psychology Department. The criteria upon which the Committee will base its assessments are specified in the following sections.

(1) Teaching

Evaluations of teaching will be based upon the Member's performance in the area of teaching during the preceding three academic years. Relevant aspects of teaching performance include:

(i) The results of student evaluations of the course and instructor for the courses taught by the Member. The Annual Evaluation Committee will obtain, for each course taught by the Member, the ratings obtained on the University-authorized teaching evaluation questionnaire for undergraduate courses and the Departmental questionnaire for graduate courses. The Committee must have at its disposal the most recent five-year Departmental mean ratings for introductory (020-level) courses, general (100-level) courses, required honours courses, optional junior (200-level) honours courses, optional senior (300- and 400-level) honours courses, and graduate (500- and 600-level) courses;

(ii) The Member's role as chief advisor of graduate students (Masters and doctoral students);

(iii) The Member's participation in other graduate student supervision (Masters and doctoral students) in the following roles: member of Advisory Committee, member of Examining Committee, member of Comprehensive Examination Committee, and practicum supervisor;

(iv) Supervision by the Member of undergraduate thesis students;

(v) Supervision by the Member of undergraduate independent study courses and/or mentoring undergraduate scholar's elective students;

- (vi) Teaching awards won by the Member;
- (vii) Peer evaluations of the Member's teaching;
- (viii) Curriculum development or course design undertaken by the Member; and
- (ix) Any other activities related to teaching that required a significant commitment of time (e.g., supervision of independent studies students, supervision of students in the Research Apprentice Program, etc.).

(2) Research

Evaluations of research will be based upon the Member's performance in the area of research during the preceding three academic years. Both the quantity and quality of the Member's work will be taken into account. Peer-reviewed journal articles may be given more weight than non-peer-reviewed articles. Relevant aspects of research performance include:

- (i) The Member's published journal articles, chapters, and books;
- (ii) The Member's in press journal articles, chapters, and books;
- (iii) The Member's submitted journal articles, chapters, and books;
- (iv) Non-peer-reviewed publications reporting the Member's research, such as technical reports;
- (v) The Member's research grants;
- (vi) The Member's colloquia, invited addresses, and presentations to scientific meetings;
- (vii) Citation counts as provided by the Member.
- (viii) Honours and awards received by the Member, or any other evidence of external recognition of the Member's impact in the area of research; and
- (ix) Any other scholarly activities related to research that required a significant commitment of time.

(3) Service

Evaluations of service will be based upon the Member's performance in the area of service during the preceding three academic years. Relevant aspects of service performance include:

- (i) The Member's participation in the work of the University through membership on Departmental, Faculty, Senate, University, or UWOFA committees;
- (ii) The Member's activities in administrative appointments held at the University;
- (iii) The Member's activities in administrative positions and committee memberships in scientific or professional organizations;
- (iv) Journal reviews and appraisals of grant applications done by the Member;
- (v) Editorial positions and memberships on Editorial Boards held by the Member;
- (vi) The Member's service as an external reader of theses or dissertations at other universities;
- (vii) The Member's contributions to the community related to professional expertise; and
- (viii) Any other activities related to service that required a significant commitment of time (e.g., organization of conferences, appraisal of candidates for promotion at other universities, etc.).

(4) Performance Assessment Indicator

The Annual Performance Evaluation Committee will assign a yearly rating in each of the categories of Teaching, Research, and Service. The overall yearly Performance Assessment Indicator (PAI) will reflect the weighted (weights based on the workload document for that year) average of these three category ratings. For Full-Time Probationary and Tenured Members, the weighting of teaching, research, and service for the PAI will normally be 40:40:20 (unless the workload document specifies a different set of weights), whereas for Limited-Term Members, the PAI will be weighted according to the balance of Teaching, Research and Service specified in the respective Letters of Appointments. The overall yearly PAI will then be used to determine a three-year averaged PAI, which will reflect the Member's overall contribution to the academic functions of the Department for the three-year period. This three-year average rating can range from 0.00 to 4.00, rounded to two decimal points.

For Members with Joint Appointments, the assessment shall be done by a Joint Committee composed of at least two Members from each of the Annual Performance Evaluation Committees in each Unit involved. The assessment of performance of a Member with a Joint Appointment shall be done using procedures and criteria developed by the Joint Committee.
(UWOFA collective agreement – APE clause 6.6 and 6.6.1)