



POLICY: Performance Evaluation – Instructors		POLICY NUMBER: PS-3-2
		PREVIOUS/REPLACES: Performance Evaluation
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: December 21, 2015	PRIOR VERSIONS: May 18, 2010

1. Policy Statement:

The Manitoba Institute of Trades and Technology (to be referred to as MITT) has adopted this policy to ensure that all instructors are provided with accurate and appropriate feedback regarding their performance within the organization.

Teaching and learning are core activities of the Institute whereby instructors play an essential and central role. MITT is committed to helping its instructional staff develop their expertise in order to provide quality learning experiences for all MITT students.

The purpose of this policy is to:

- To provide a framework for the process through which an instructor’s performance is reviewed and documented.
- To ensure a comprehensive discussion occurs between the instructor and the Dean, Director, Principal or equivalent about overall performance, progress and professional development.
- To support instructors in their pursuit of quality teaching.

2. Scope:

This policy applies to all instructors at MITT.

3. Procedure:

All newly hired instructors are required to have a comprehensive performance evaluation which includes observation in their first year of employment at MITT. A subsequent performance evaluation will occur in year two of employment if follow-up is necessary. Thereafter, instructors are required to be evaluated every three years or more frequently as determined by the Dean, Director, Principal or equivalent.



A comprehensive performance evaluation will include the following:

1. Meeting of the Dean, Director, Principal or equivalent and instructor to review the evaluation process.
2. Completion of the classroom observation pre-conference guide.
3. Classroom observations. The Dean, Director, Principal or equivalent will observe a minimum of one class and may choose to observe additional classes.
4. Review of evidence, including classroom observation records, results of Student Satisfaction Survey, course outlines, lesson plans, and evaluation strategies.
5. Completion of the Faculty Performance Assessment Comprehensive rubric and comments in consultation with the instructor.
6. Development of an Instructor Performance Improvement Plan only if performance is determined to be unsatisfactory.
7. Faculty Performance Assessment Comprehensive signed off by the instructor and Dean, Director, Principal or equivalent.
8. Completed assessment sent to the People Services Department.

4. Administration:

The Director, People Services and Organizational Development and the Dean, Director, Principal or equivalent are responsible for ensuring that this policy is adhered to.

5. Review:

This policy will be reviewed by Executive Council every 5 years.

6. Reference:

MITT Expectations of Staff Policy
Performance Evaluation – Non-Instructors
Probationary Period Policy