
Annual Performance Assessment - CUPE Staff Policy

Department Policy Number

200 003

Effective Date

February 1, 2004

Purpose

This policy outlines the annual performance review process for staff members under the AUGC/CUPE Collective Agreement.

Definitions

Agreement	Collective Agreement between Athabasca University Governing Council (AUGC) and Canadian Union of Public Employees, Local 3911 (CUPE).
Articles	Referenced from the Collective Agreement.
Personnel File	The staff member's permanent personnel file is maintained in Learning Services – Tutorial.

Policy

The University conducts a formal assessment process annually and supports and encourages ongoing discussion and evaluation of the staff member's performance between the staff member and academic supervisor on a regular basis. The following steps and procedures will normally be observed in the performance review process for CUPE staff members who have been on staff for a period of at least three months.

1.0 Criteria and Purpose

Annual performance appraisals must be completed by May 31 of each year. The following procedures are based on key clauses contained in Article 6 of the agreement.

- 1.1 The employer and union agree that the primary purpose of performance appraisal is twofold:



- (a) To improve the quality of tutoring by assisting the employee to develop and improve tutoring skills;
- (b) To ensure a standard of acceptable employee performance.

2.0 Procedures and Responsibilities

2.1 Learning Services – Tutorial

- 2.1.1 Shall advise academic supervisors and CUPE members in March of each year that the annual performance appraisal process must be initiated and completed no later than May 31.
- 2.1.2 Shall forward to academic supervisors and CUPE members in March of each year:
 - (a) The appraisal process;
 - (b) The appraisal form;
 - (c) Web location of pertinent job descriptions.
- 2.1.3 Shall provide to academic supervisors and CUPE members quarterly summary reports of student feedback received (based on Undergraduate Course and Tutor Satisfaction Survey).
- 2.1.4 Shall maintain a log of submitted appraisals to ensure that a performance appraisal has been completed for each applicable employee.

2.2 Academic Supervisor

- 2.2.1 Shall complete a performance appraisal for each individual under his or her supervision by May 31 of each year. This appraisal should include discussion with the employee preferably in person or by telephone.
- 2.2.2 Shall complete a performance appraisal form and distribute as follows:
 - (a) Original form to Learning Services - Tutorial for placement on the employee's personnel file.
 - (b) Copy of the form to the employee.
- 2.2.3 Shall forward to Learning Services - Tutorial, for placement on the employee's personnel file, any responses to the appraisal received from the employee.



2.2.4 Academic supervisor, as per Article 6.02, shall not use any information received from a tutor's self-appraisal for the purposes of discipline as outlined in Article 23.

2.3 Employee

2.3.1 As per Article 6.05 an employee may request a telephone interview to discuss their performance appraisal.

2.4 Vice-President Academic

2.4.1 Shall send a reminder notification to academic supervisors in early May of each year to ensure that performance appraisal process has been initiated and will be completed by May 31.

3.0 Review Process

As per Article 6.06 there will be periodic reviews of the performance appraisal system.

Regulation

Procedure

Approved By

President, March 1, 2004

Amended Date/Motion No.

Related References, Policies and Procedures

Applicable Legislation/Regulation

[AUGC/CUPE Collective Agreement](#)

Responsible Position/Department

This policy is maintained and administered by Learning Services – Tutorial. For further information please contact the Coordinator, Learning Services – Tutorial.

Keywords