

YOUR RIGHTS Under The Collective Agreement

Methods of evaluating contract and probationary faculty members

Evaluations are governed by Article 5.09 and 5.10 of the Collective Agreement.

There are **four** methods of collecting information:

- **Written faculty member peer evaluation;**
- **Written student evaluations (where applicable);**
- **Written self-evaluation by the probationary faculty member; and**
- **Written Responsible Administrator evaluation.**

There **IS** an additional option for collecting information in an evaluation (Article 5.10.6.iv):

- Other methods agreed to by the Selection Committee and by the Responsible Administrator, in which case the probationary faculty member will be informed of such other methods in writing before the evaluation process begins

NOTE: In all cases, probationary faculty members must be informed in writing, in advance, of all methods of information collection that will be used in their evaluation.

- Evaluations are conducted a minimum of once a year, but no more than twice a year.
- When completed, faculty members receive an evaluation report which explicitly states whether satisfactory or unsatisfactory.
- Faculty members are provided the final report for review and can provide a written response within five working days.
- Faculty members meet with the Responsible Administrator and sign the report. You can register agreement or disagreement at this time.
- If there is no evaluation, it is understood as a satisfactory evaluation.
- Although evaluations of contract faculty use the methods of those for probationary faculty, there is an important distinction: they cannot be evaluated on work outside teaching, as they are not required to do any other accountable work (e.g. meetings, curriculum development, etc.) (See Article 5.09.6).

DDP Evaluation Committee

- Includes up to three post-probationary faculty members from the DDP
- Is elected every year in the Winter semester

Please see the Quick Guide for Faculty on the PPFDE Evaluation Committee for more information.

Post-Probationary Faculty Member Developmental Evaluations are governed by Article 5.11 of the Collective Agreement.

Who to contact?

Your Executive Council

Each Faculty area has a DCFA Executive Council (EC) representative. Your EC representative will be able to advise you on DCFA issues and will take your concerns or initiatives to Executive Council.

Your Area Stewards

Each Faculty area has an Area Steward on the DCFA Contract Committee. Your Area Steward can provide assistance with working conditions issues or help you with interactions with the Employer.

Your Table Officers

Elected to run the day-to-day operations of the Association, your Table Officers can provide information and support you in protecting your rights under the Collective Agreement.

Not sure?

Contact the DCFA Office and we'll connect you to the right person (dcfa@douglascollege.ca).

Check www.dcfca.ca for contact information.

Your Collective Agreement

Your working conditions, job security, benefits, evaluation, and responsibilities have been negotiated, and are contained in a **Collective Agreement agreed to by the DCFA and the Employer (Douglas College)**.

You can access the Collective Agreement on the **DCFA website** (www.dcfca.ca) under Member Resources.

You can get a printed paper copy of the Collective Agreement at the DCFA office (room N2320 New Westminster Campus or room A1301 Coquitlam campus), or email dcfa@douglascollege.ca to receive one via inter-campus mail.

What can you find on the DCFA Website (www.dcfca.ca)?

The DCFA website has

- links to the Collective Agreement,
- meeting schedules,
- contact information for DCFA Executive Council Representatives and Contract Committee Area Stewards, Table Officers, and other committee members,
- bargaining bulletins, and
- other member information.

DCFA Office Locations

Coquitlam Campus – Room A1301
604-777-6120

New Westminster Campus - Room N2320
604-527-5166

KNOW YOUR RIGHTS

*Faculty
Evaluations:
Highlights*

2024 - 2025

- **Methods of Evaluation**
- **DDP Evaluation Committee**
- **Who to Contact**

*Please see your Collective Agreement
for complete information*

DCFA
DOUGLAS COLLEGE
FACULTY ASSOCIATION