

administration • reference memo

keywords

- **JOINT APPOINTMENTS**
 - **EVALUATION PROCESS**
 - **FACULTY**
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Under the Collective Agreement, an employee who holds a joint appointment in two or more functional areas must have input into their evaluation file from all of those areas.

The process is as follows:

1. The Coordinator where the employee holds the largest appointment is the “lead” Coordinator for the evaluation process. If the appointments are equal, then the Coordinators must discuss who will be the “lead” Coordinator. If agreement cannot be reached, the Vice-President will appoint the lead Coordinator.
2. The lead Coordinator is responsible for opening the file, gathering the contents of the file, ensuring that student evaluations are gathered from all appointment areas, writing the Coordinator report (with input from the other Coordinators), and setting up an Evaluation Committee, ensuring that it has representation from all appointment areas.
3. When the file is complete, the normal process occurs: the employee reviews the file and signs off, or determines that s/he wishes to put in a self-submission, or to challenge the file.
4. Once the file is signed off (either on review, or after the self-submission is made, or after the challenge is complete) the Coordinator advises the Evaluation Committee that the file is complete and asks the Committee Chair to ensure the Committee reviews the file and does a recommendation to the Dean.