



Annual Performance Evaluation Policy for Executives and Academic Managers

Policy #: 8302
Publication Date: April 2011
Previous Publication Dates: November 2010
Office of Accountability: Human Resources
Administrative Responsibility: Director, Human Resources
Approver(s): President

1. Purpose

This policy provides guidelines and direction regarding the annual performance evaluation process to be used for OCAD University's Executives (Vice-Presidents, Associate Vice-Presidents) and Academic Managers (Deans, Associate Deans).

2. Scope

This policy applies to all OCAD University ("OCAD U" or "the University") Executives (Vice-Presidents, Associate Vice-Presidents) and Academic Managers (Deans, Associate Deans).

3. Policy

Purpose & Outcomes

The University recognizes the importance of annual performance reviews as a developmental tool to foster and support employee performance and growth, as well as an evaluative method of recognizing achievements in support of OCAD U's multi-year strategic plan. The purpose of this policy is to promote regular communication between employees and supervisors to:

- clarify and define areas of responsibility;
- jointly establish and review performance objectives and key performance indicators;
- identify and address any professional growth or development needs.

Frequency & Timing

Performance reviews are conducted on an annual basis and should be completed by the conclusion of each academic year, and submitted to Human Resources no later than August 1st.

Process

1. Annual Report

The incumbent shall provide his/her supervisor with an annual report by June 1st, to include:

- achievements of the concluding academic year in relation to their annual performance objectives and key performance indicators in support of the University's multi-year strategic plan;
- level of performance in such areas as: strategic leadership; decision-making; resource management; relationship building; advancement of OCAD U values; service orientation; knowledge; standard of work; organizational, communication & interpersonal skills; adaptability & innovation; and supervision.
- professional growth and progress toward development goals;
- proposed upcoming performance objectives and development goals for the next review period.

2. Performance Meeting

In preparation for the performance meeting, the supervisor shall review the annual report, and solicit input as necessary from key colleagues of the incumbent, including direct reports, and external contacts as appropriate. In doing so, the supervisor shall consult with the incumbent prior to determining who should be solicited for input.

The supervisor and incumbent shall meet to discuss the four elements of the annual report: achievement of performance objectives and key performance indicators; level of performance; professional growth; and the establishment of objectives and key performance indicators for the next review period.

3. Performance Evaluation Report

Following this meeting, the supervisor will provide the incumbent with a brief written report summarizing the supervisor's evaluation of the employee's performance for the previous year. A copy of this performance evaluation report, with the annual report appended, shall be the formal record of the evaluation. The supervisor shall forward a copy in confidence to Human Resources for inclusion in the incumbent's employee file by no later than August 1st.

4. Follow Up and Ongoing Communication

Based on the performance evaluation report, the supervisor shall recommend merit pay for the following academic year, as appropriate. Such recommendations shall be subject to final approval by the President, in consultation with the Director, Human Resources and Director, Finance. Once approved, decisions regarding merit pay will be confirmed with the incumbent in writing by the Human Resources office.

The incumbent and supervisor shall identify action items stemming from the performance review. They shall determine an appropriate schedule to revisit progress toward performance objectives and development goals through the following review period.