



## INSTRUCTOR PERFORMANCE APPRAISAL (IPA) FORM

The objective of this process is to assess and evaluate instructor performance. The Instructor Performance Appraisal (IPA) is to be used after the instructor has completed probation. (Please refer to *Instructor Performance Evaluation Guidelines*)

The IPA serves as an ongoing assessment of an instructors' progress on an annual basis and aims to evaluate the overall effectiveness of the Adult Education Instructor Development Program (AEID) strategies and andragogy in their classroom. It is a continuation of the alignment with Standard 1109 – Instructor Standards. Effective communication between the Academic Chair and the instructors is crucial for success in this process. The completion of the IPA is the responsibility of the Academic Chair.

<b>INSTRUCTOR NAME:</b>		<b>LOCATION:</b>	
<b>JOB TITLE:</b>		<b>ANNIVERSARY DATE:</b>	
<b>PROGRAM:</b>		<b>CURRENT STEP:</b>	
<b>DATE:</b>			

### PART 1: ASSESSMENT CRITERIA

The following guidelines will be used for measurement and assessment.

<b>Needs Improvement</b> Performance is Below Established Expectations	<i>The employee is inconsistent in meeting established expectations in terms of results, consistent work quality, quantity, and timeliness in one or more areas of responsibility. Behaviors may not be consistent with NBCC's mission and values. Continued development and improvement are required in key areas of the work to successfully meet expectations.</i>
<b>Satisfactory</b> Successfully Meets Established Expectations	<i>The employee meets established expectations as measured by results, work quality, quantity, and timeliness in areas of responsibility. Exhibits proficiency in most dimensions of the work performed, achieves, and occasionally exceeds established goals. Demonstrates behaviors consistent with NBCC's mission and values.</i>
<b>Exceptional</b> Performance Exceeds Established Expectations	<i>The employee exceeds established expectations as measured by results, consistent work quality, quantity, and timeliness in most areas of responsibility. Exhibits mastery in most dimensions of the work performed, making a significant contribution in support of the department, division and/or College goals. Sets an excellent example of behaviors consistent with NBCC's mission and values.</i>

### PART 2: ADULT EDUCATION INSTRUCTOR DEVELOPMENT PROGRAM (AEID) COMPLETION

Has the instructor successfully completed AEID? If 'No', then please complete IPA.

- Include past or current course evaluations.
- Include most recent classroom/lab/shop observation assessments.

If the instructor has successfully completed the AEID, the Academic Chair should complete an IPA every **three** years.

- Include past or current course evaluations.
- Include most recent classroom/lab/shop observation assessments.
- Include any additional peer evaluations.

If the instructor has received a favorable evaluation as a "Qualified Instructor" and has successfully completed probation, the Academic Chair should complete an IPA every **three** years.

- Include past or current course evaluations.
- Include most recent classroom/lab/shop observation assessments.
- Include any additional peer evaluations.



<b>AEID START DATE:</b>	
<b>AEID EXPECTED END DATE:</b>	

### PART 3: TRAINING NEEDS

Identify any specific or additional software, applications, or processes needed to continue or to improve in the role.

### PART 4: INSTRUCTOR COMPETENCIES

Instructor Standards 1109.5016	Needs Improvement	Satisfactory	Exceptional	N/A
<b>Preparation</b> <ul style="list-style-type: none"> <li>○ Review of curriculum standard</li> <li>○ Plan development of learning activities and evaluation tools</li> <li>○ Awareness and application of NBCC Policy and Guidelines 1109, 1111, Course Delivery</li> </ul>				
<b>Course Outline</b> <ul style="list-style-type: none"> <li>○ Development and submission</li> <li>○ Awareness and participation in community of practice</li> </ul>				
<b>Delivery</b> <ul style="list-style-type: none"> <li>○ According to course map &amp; curriculum</li> <li>○ Classroom and lab management</li> <li>○ Technologies for various delivery modes</li> </ul> <b>Communications</b> <ul style="list-style-type: none"> <li>○ With students</li> <li>○ With colleagues</li> </ul>				
<b>Course Delivery/Technical Skills/Assessment of Learning</b> <ul style="list-style-type: none"> <li>○ Design and development of assessments</li> <li>○ Quality of evaluation feedback</li> <li>○ Timeliness of assessment and feedback</li> <li>○ Teams, Brightspace (AC may evaluate)</li> <li>○ Outlook, IDMS</li> <li>○ Maintains and adheres to program schedule</li> </ul>				
<b>Professional Instructional Responsibility</b> <ul style="list-style-type: none"> <li>○ Responsiveness (team and students)</li> <li>○ Resourcefulness</li> <li>○ Adheres to prescribed student accommodations</li> </ul>				



<ul style="list-style-type: none"> <li>○ Adheres to attendance (schedule and school meetings)</li> <li>○ Work relationships (teamwork, collaboration approach)</li> <li>○ Maintains professional practice and confidentiality</li> </ul>				
<b>Acknowledgement and Recognition:</b> <ul style="list-style-type: none"> <li>○ Coordinating Instructor</li> <li>○ Involvement in Project Work</li> <li>○ Active Participation on Committees</li> <li>○ Volunteer Service</li> </ul>				
<b>Competency in the Role:</b> <ul style="list-style-type: none"> <li>○ Have the objectives of the previous IPA been met?</li> <li>○ Work relationships (teamwork and interpersonal communication skills)</li> <li>○ Have the training needs identified during the initial meeting been met?</li> </ul>	YES	NO		
<b>Has the instructor successfully completed the probationary period?</b>			YES	NO
If <b>NO</b> , please provide reasons below and summarize the action(s) taken to address any difficulties that have arisen during the probationary period.				
<b>COMMENTS:</b> Academic Chair: Please provide any additional (if applicable):				

#### STEP 5: REVIEW OF POLICIES AND PROCEDURES APPLICABLE TO THE EMPLOYEE'S POSITION

<i>Employee has reviewed the following:</i>	<i>Employee's initials</i>
○ Maintaining a Respectful Workplace (Policy 4202)	
○ Employee Code of Conduct (Policy 4129)	
○ Privacy and Access to Information (Policy 4139)	
○ Information Technology Systems Security (Policy 2808)	
○ Occupational Health and Safety (Policy 4121)	
○ Conflict of Interest (Policy #4130)	
○ Quick Copyright Guide for Staff (Controlled Document Ref #1315.4943)	
○ Student Policies and Guidelines	
○ Policy #1109 – Instructor Standards	
○ Updates to relevant HR Policies	
○ Employee has updated contact information and work arrangements in "The Hub"	
○ Other: (Position specific)	
<i>Manager has reviewed the following with the Employee:</i>	<i>Manager's and Employee's initials</i>
○ Attendance	
○ Workload Review	
○ Discussion of student course evaluations (if applicable)	



Based on the performance, I recommend that the employee be granted an increase of **one** step in the salary range.

Instructor Signature:

Date:

Academic Chair Signature:

Date:

*By signing this form, you confirm that you have discussed this review in detail with your Academic Chair.*

## PART 6: FINAL STEP

- Once completed and signed, forward a copy to Employee Services ([payroll@nbcc.ca](mailto:payroll@nbcc.ca)) for merit processing and appraisal filing.