

# EVALUATION OF CUPE 2626 STUDENT EMPLOYEES

The CUPE 2626 Collective Agreement provides the framework for 3 types of evaluations conducted either by the Work Supervisor or students.

Their goal is to ensure that workload duties are being performed satisfactorily and to offer constructive feedback to improve the quality of teaching or research by assisting the Student Employee (SE) to develop their skills.

## INFORMAL EVALUATION (IE)

- There is an Informal Evaluation for every contract of 20 hours or more, or if requested by the SE or the Work Supervisor. The IE cannot take place before 1/3 of the contract, nor after it ends.
- The SE can request an additional IE for a contract of 65 hours or more. It must take place before the end of the contract and the Work Supervisor must provide enough time between IEs to permit the SE to correct any performance issues. The results of the second IE would take precedence over the first one.

- The Work Supervisor conducts the IE by filling out the Appendix F form. It will conclude that the SE's performance is a) excellent, b) satisfactory, c) satisfactory with one or more minor deficiencies to be corrected, or d) seriously deficient.
- If the IE concludes with c) or d), the Work Supervisor must provide an explanation supporting this result and suggestions on how to improve the SE's performance.
- The SE will be given a copy of the IE and then have an opportunity, during a scheduled meeting, to discuss the results with the Supervisor BEFORE the evaluation is placed in the SE's Personal File. Any written comments the SE may wish to make about the IE shall be attached to the copy of the evaluation that is placed in their Personal File. The SE must make this request to the Unit.
- If the Work Supervisor fails to respect this previous point, the IE shall not be placed in the SE's Personal File. If the SE fails to attend the scheduled meeting without a reasonable excuse, the IE shall be placed in their File.

## FORMAL EVALUATION (FE)

- The Formal Evaluation can only take place if the Work Supervisor requests it after completing an Informal Evaluation which determined the SE's performance to be d) seriously deficient.
- The FE must take place before the end of the contract and the Work Supervisor must provide enough time after the Informal Evaluation to permit the SE to correct any performance issue expressed in the Informal Evaluation.
- The Chair of the Unit (or the Dean of the Faculty if the Work Supervisor is the Chair) will conduct the FE by filling out the Appendix G form. Prior to the FE, the Employer shall consult with the SE about the time and criteria to be used.
- The FE shall conclude that the SE's performance is a) excellent, b) satisfactory, c) satisfactory with one or more minor deficiencies that should be corrected, d) seriously deficient and Active Intervention is recommended e) seriously deficient, Active Intervention has been or would be ineffective and discipline is recommended.
- The person conducting the FE will provide for the SE a detailed explanation supporting those results and suggestions to improve their performance.
- The SE will be given a copy of the FE and have an opportunity to discuss the results with the person conducting the evaluation before it is placed in their Personal File.
- Any written comments the SE may wish to make about the evaluation shall be attached to the copy of the FE that is placed in their File. The SE must make this request with their Unit and deliver a copy of their comments.
- If the Work Supervisor fails to respect these procedures, the FE shall not be placed in the SE's Personal File and no record shall be kept of the non-compliant FE, except in cases of very serious actions.

## WHAT IS ACTIVE INTERVENTION (ACT-IN)?

Act-In is an open, honest, and direct process of ongoing communication between the Work Supervisor and the SE regarding work performance. It is intended to close the gaps between current and desired performance, resolve problems that interfere with job performance, and provide performance guidance to help the SE grow. When Act-In is not conducted in this manner, it may constitute bullying or harassment. Act-In may include a requirement for, at no cost to the SE, coaching, language courses, training in the subject matter or academic courses and assignment to different courses or tasks.

## EVALUATION OF TEACHING ASSISTANTS (TAS) BY STUDENTS

- Since Fall 2021, the University has instituted a system of evaluation of the duties of Teaching Assistants by students.
- TAs shall receive a copy of the results of the evaluations and any comments made by students before the results are placed in their Personal File.
- Student comments shall not be placed in the TA's Personal File.
- Any written comments TAs may wish to make about the results of the evaluations shall be attached to the copy of the results of the evaluations that is placed in the TA's Personal File, provided TAs deliver a copy of the comments to their Unit and request that their written comments be attached to the copy of the results of the evaluations.
- If the Work Supervisor uses any of the results from evaluations made by students for the Informal or Formal evaluations, they shall be explicitly cited and referenced and copies of the results shall be provided to the Student Employee.

## More questions?

Check our [Collective Agreement](#) or contact the your Steward or the Anglophone Stewards Representative