

Employee's Name & Position Title: _____

Department: _____ Position (Adm/ Mgmt/Exec): _____

Manager Name and Title: _____

Review Period: From _____ To _____

Review Type and Date: ☐ Year-End Review/Startup Date

☐ Mid-Year Review Date

PURPOSE:

The purpose of the PPD is to provide summary feedback to administrative staff members on their performance throughout the year, and to provide clear performance goals and learning plans for the coming year.

Section 1: Assessment of the Past Year	Section 2: Plan for the Coming Year
Section 1A: Job Responsibilities and Performance Goals (What work has been done)	Section 2A: Responsibilities and Performance Goals
Section 1B: Values and Behaviours (How the work was done)	Section 2B: Learning and Development Plan and Career Discussion
Section 1C: Overall Employee Assessment (Balance of What & How work is done)	

ASSESSMENT LEVELS AND CRITERIA

Needs Improvement (NI) / In Developmental (ID – New to position)	Successful (S)	Exceptional (E)
1A Performance Based Criteria ID – Applies to individuals who are new to their position and still learning key job responsibilities For non-probationary employees NI applies if they: <ul style="list-style-type: none"> Inconsistently demonstrates required role knowledge and does not yet perform all requirements and duties Work is regularly incomplete and/or does not meet minimal standards for quality or quantity; often misses deadlines Takes little to no initiative, even with prompting Requires more than the expected level of supervision due to lower quality work or level of learning required to complete role successfully 1B Values Based Criteria <ul style="list-style-type: none"> Inconsistently demonstrates college values and behaviours Inconsistent interactions with peers and / or management 	1A Performance Based Criteria <ul style="list-style-type: none"> Individuals who regularly meet and sometimes exceed expectations and role requirements Meets goals set for the year Possesses full depth and breadth of role knowledge Recognizes areas for improvement and open to further development through training, mentoring, taking on leadership roles, etc. 1B Values Based Criteria <ul style="list-style-type: none"> Demonstrates college values and behaviours Takes initiative as a project member and / or team lead Very effective as a team member and / or working independently Perceived by peers, managers, students and other customers as collaborative, skilled and reliable Consistently interacts with peers and / or management 	1A Performance Based Criteria <ul style="list-style-type: none"> Individuals who significantly and consistently exceed expectations and role requirements Exceeds goals set for the year Demonstrates exceptional depth and breadth of role knowledge, highly recognized by others within the college community Willingly takes a leadership role and demonstrates highly effective leadership skills 1B Values Based Criteria <ul style="list-style-type: none"> Demonstrates college values and role models behaviour for other supervisors / staff members to emulate

SECTION 1A: ASSESSMENT OF JOB RESPONSIBILITIES & PERFORMANCE GOALS (WHAT YOU HAVE ACCOMPLISHED IN THE PAST YEAR)

Employee assessment of performance of job responsibilities and performance goals <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> NI/ID	Employee self-assessment on performance of job responsibilities and performance goals to support the college strategic priorities and multi-year objectives: Student Experience – Contemporary Learners – Sustainability
Manager assessment of performance of job responsibilities and performance goals <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> NI/ID	Manager assessment on employee performance of job responsibilities and performance goals to support the college strategic priorities and multi-year objectives: Student Experience – Contemporary Learners – Sustainability

SECTION 1B: ASSESSMENT OF VALUES AND BEHAVIOURS (HOW YOU CONDUCTED YOURSELF TO GET YOUR WORK DONE IN THE PAST YEAR)

Employee assessment of demonstrated values and behaviours <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> NI/ID	Employee self-assessment on demonstrated college values and behaviours: Students First – Teamwork – Innovation – Integrity
Manager assessment of demonstrated values and behaviours <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> NI/ID	Manager assessment on employee demonstration of college values and behaviours: Students First – Teamwork – Innovation – Integrity

SECTION 1C: OVERALL EMPLOYEE ASSESSMENT BY MANAGER (REFER TO ASSESSMENT AND CRITERIA CHART – PLOT 1A & 1B)

Evaluation of Demonstrated Values and Behaviours (How the employee conducted themselves)	Exceptional (E)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Successful (S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Needs Improvement (NI) / In Development (ID)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Evaluation		Needs Improvement (NI) / In Development (ID)	Successful (S)	Exceptional (E)
	Evaluation of Job Responsibilities and Individual Goals (What was achieved)			

SECTION 2A: RESPONSIBILITIES AND PERFORMANCE COMMITMENTS FOR THE COMING YEAR (TO SUPPORT SLC STRATEGIC PRIORITIES AND STRATEGIC INITIATIVES)

Performance Commitments*	Description and Performance Measures
1. Financial Commitment - I will manage/utilize College financial resources and assets assigned in a manner that demonstrates transparency, integrity and cost efficiency and effectiveness.	<ul style="list-style-type: none"> Allocates, manages and utilizes department financial resources and assets in a transparent manner Performs daily duties in a manner that demonstrates fiscal responsibility Achieves departmental objectives and does so within assigned budget
2. People Commitment - I will provide leadership and support to my direct reports and work with colleagues in a collaborative and respectful manner to build positive working relationships to assist in the accomplishment of all performance commitments.	<ul style="list-style-type: none"> Completes annual performance review and contributes to ongoing two-way feedback between employee and manager. Embraces diversity among team members to build strong teams. Demonstrates the ability to work in a collaborative and team oriented manner in regular work and in teams and working groups.
3.	
4.	

*Add additional Performance Commitments as required for your position.

SECTION 2B: LEARNING AND DEVELOPMENT PLAN (DISCUSS JOB RESPONSIBILITIES, REQUIRED COMPETENCIES AND CAREER GOALS)

Areas for Development	Describe Learning and Development Activities
1.	
2.	

Employee comments on any aspect of the performance planning and development assessment

Year-End Review/Startup:

Mid-Year:

Direct Manager/Supervisor comments on any aspect of the performance planning and development assessment

Year-End Review/Startup:

Mid-Year :

Year-End Review/Startup Signatures*

_____	_____	_____	_____
Employee	Manager/Supervisor	One-over-one Manager	President
_____	_____	_____	_____
Date	Date	Date	Date

*Signatures indicate that the Employee and Manager have read and understand the performance planning assessment for 2015-16 and the performance commitments and measures for 2016-17.

Note: Should you require this document in an accessible format, please contact Lara Davis (LDavis@sl.on.ca)

Please send a copy of the final signed Performance Planning and Development (PPD) Form to: JoAnn Wert (JWert@sl.on.ca),
Human Resources and Organizational Development Department.



ST. LAWRENCE COLLEGE

FACULTY STAFF

PROFESSOR ANNUAL SELF-REFLECTION & DEVELOPMENT FORM

Name: Click here to enter text.

School: Click here to enter text.

Program: Click here to enter text.

Campus: Choose an item.

Academic Year: Choose an item.

Date Self-Reflection Completed and Submitted to Manager: Click here to enter a date.

This form is to assist you in completing your annual self-reflection on your teaching, your role in supporting the College strategic plan and values, and how well you are keeping current in the emerging theory, technology, and processes of your specialty area. Please review your student course feedback prior to completing this form and offer your insights on how this feedback will influence your approach to teaching.

Supporting Data

As you complete the 2016-17 Self-Reflection and Development Form, please refer to and comment on the student feedback information summary data that has been provided to you during the past year.

1. Self-Reflection: Teaching Practice

My teaching philosophy and practice during the past academic year, including the successes and challenges I experienced, can be summarized in the following way:

2. Self-Reflection: Maintain Currency in My Specialty Area

Maintaining currency in my professional/clinical field/specialty area of expertise during the past academic year can be summarized in the following way:

3. Self-Reflection: Scholarship Work (if applicable)

My scholarship focus during the past academic year, including the successes and challenges I experienced, can be summarized in the following way:

4. Self-Reflection: Contemporary Educator

My instructional use of learning technologies and Blackboard within face-to-face/hybrid/online classrooms, including the successes and challenges I experienced, can be summarized in the following way:

5. Self-Reflection: College Strategic Plan and Multi-year Objectives: Student Experience – Contemporary Learners – Sustainability

My contribution to the College strategic priorities and multi-year objectives during the past academic year can be summarized in the following way:

6. Self-Reflection: College Core Values: Students First – Teamwork – Innovation – Integrity

My contribution to the College values and behaviours during the past academic year can be summarized in the following way:

7. Looking Forward: Quality Improvement and Development Planning

In the upcoming academic year I will take the following actions to (please comment on each of the following):

- enhance my teaching
- develop my scholarship work
- improve the quality of my program
- improve my contribution to the College mission and strategic priorities and multi-year objectives
- demonstrate the College values

Do you have any personal accessibility needs in your work that have not been addressed? Yes ☐ No ☐

If you answered YES, discuss this accessibility need with your manager.

Please complete this form and return to your manager by May 30, 2016. Your manager will review your self-reflection comments and provide you with their follow-up comments.

Note: Academic Managers are committed to reviewing the Annual Self-Reflection and Development Forms and providing written feedback to each of their direct reports. In addition, managers will schedule to meet with 1/3 of their direct reports each year (therefore all Faculty can expect an in-person meeting with their manager at least once every three years).

Do you wish to have an in-person meeting with your manager in this academic year?

☐ Yes

☐ No

Manager's comments upon review of the Faculty Member Self-Reflection form and comments:

Date: [Click here to enter a date.](#)

Please provide any suggestions you may have for improving this form and process:

Signature, One-over-one Manager