

The Process of BCGEU Instructor Evaluation/Appraisal at Selkirk College

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graph TD
    subgraph Students
        SEI[Student Evaluation Instruction SEI post Course *If applicable*]
        SES[Student Engagement Survey SES]
    end

    subgraph Instructor
        IP[/Instructional Plan/]
        IA3[Instructor Appraisal every 3 years]
        CSR[Complete self-reflection one course per semester/voluntary]
        RPR[Request Peer-review one course per semester/voluntary]
        MTP((Maintain teaching portfolio))
    end

    subgraph Admin Assistant
        SEM[Sets up evaluative meeting for the year for Instructor and Chair place in calendar]
        CSE[Collect Student evaluations]
        ASR[Assist to set up peer reviews/ self reflection reminders & completion of Form A to instructors from Chair]
        CFA[Collect Forms A through D required for Instructor Appraisal for the Chair review]
    end

    subgraph Chair
        CISM[Check-in with Instructors at annual school meeting or individually SES/SEI & portfolio]
        CIA[/Conduct Instructor Appraisal/]
        CPIA{Conduct Probationary Instructor Appraisal}
        CA[Comprehensive Appraisal every 3 years]
        DNP[Do Not Pass probation]
        AP[Action Plan if needed]
        PP[Pass Probation]
        AS[Appraisal Satisfactory]
        AU[Appraisal Unsatisfactory]
        Exit[Exit]
    end

    subgraph Human Resources
        AL[Annual list of instructors & dates of Appraisals]
        MS[Maintain schedule of Instructors for 3-year reviews and new instructors]
        CLS[Creates links for Student Evaluation of Instruction SEI and sends to Admin]
        SED[Send SEI data reports to Admin upon completion]
        HRPM[HR Performance Management]
    end

    subgraph DeanVPManager
        CIM[Chooses Instructors to complete Appraisals per year]
        FSO[Final Sign-off of all Instructors Appraisals and sends documents via Admin to HR]
    end

    SEI -.-> SEM
    SES -.-> SEM
    SES -.-> MTP
    IP -.-> SEM
    SEM --> CSE
    CSE --> CIA
    CSR --> ASR
    RPR --> ASR
    ASR --> CFA
    CFA --> CPIA
    CFA --> CA
    CFA --> HRPM
    CISM --> CIA
    CIA -- "Before 1080hrs" --> CPIA
    CIA -- "Continuing" --> CA
    CPIA --> DNP
    CPIA --> AP
    CPIA --> PP
    CA --> AS
    CA --> AU
    DNP --> Exit
    AP --> AP
    PP --> PP
    AS --> PP
    AU --> HRPM
    HRPM --> FSO
    FSO --> MS
    MS --> AL
    AL --> CIM
    CIM --> IP
    CIM --> CISM
    CIM --> CLS
    CLS --> SED
    SED --> HRPM
  
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