

MEMORANDUM



Office of the Provost
and Vice-Principal (Academic)

To: Deans
From: Teri Shearer, Deputy Provost (Academic Operations and Inclusion)
Date: January 22, 2021
Subject: Follow up: Adjustments to Performance Reporting, Assessment and Merit Review

Further to my memo of December 11, 2020 about temporary amendments of the Queen's-QUFA Collective Agreement related to the response to the COVID-19 Emergency, I am writing to inform you of important **additional modifications** of the performance reporting, assessment and merit processes recently agreed to by Queen's and QUFA.

- **Members who are ordinarily required to report annually (i.e., "Annual Reporters"), who were previously expected to submit an annual report for 2020 for formative purposes, are no longer required to do so.** No member (including Department Heads) shall be assessed an academic merit rating for calendar year 2020 at this time.
- Instead, all Heads should have a **discussion about calendar year 2020** with Members who are Annual Reporters for the **formative purpose of providing constructive feedback. A merit score shall not be assigned nor implied at this time.**
- **Any Annual Report which may have been submitted in respect of calendar year 2020 will be considered preliminary** and, accordingly, the Member may submit a final 2020 Annual Report a year from now (i.e. on or before Feb 1, 2022.)
- **The deadline for Biennial Reporters to submit their report in respect of calendar year 2019 has been extended to February 15, 2021.** (Annual Reporters will have already submitted their 2019 reports in February of 2020.)

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- **Although Department Heads will not be assessed an academic merit rating for 2020, assessment of 2020 administrative merit will occur as usual.** In departmentalized faculties (i.e. FAS, FEAS, FHS), Deans should confer with Department Heads regarding information required to assess and determine administrative merit for calendar year 2020.
- **Lastly, an important reminder about the Faculty 180 tool. Its use by Members to submit their Annual/Biennial Report is voluntary. In other words, Units cannot require Members to utilize the tool, and must provide the reporting form in an alternative format for those who do not wish to use Faculty 180. Moreover, any reporting must be on the form approved by the Parties to the Collective Agreement through the JCAA.**

Thank you for your patience as we attempt to respond to the challenges faced by all parties to these processes in this very atypical year.