

## Guidelines

As you are aware, Article 28 of the Queen's-QUFA Collective Agreement ("Collective Agreement"), pertaining to performance review and merit rating determination, was revised in the past round of collective bargaining concluded in August 2015. Submission of either an Annual or Biennial Report (depending on the type of appointment) is now mandatory for all QUFA Members (other than Term Adjuncts) to enable the Unit Head to assess the Member's performance and determine the merit rating. The deadline for submission to the Unit Head is February 1<sup>st</sup>.

More specifically, in accordance with Article 28.1.1(b) of the Collective Agreement, Members holding one of the following appointment types must submit a Biennial Report, covering the period January 1, 2015 to December 31, 2016: Tenure, Continuing Appointment (including Continuing Adjuncts), or Special appointments renewed two or more times.

Also, in accordance with Article 28.1.1(a) of the Collective Agreement, Members holding one of the following appointment types must submit an Annual Report, covering the period January 1, 2016 to December 31, 2016: Tenure track, non-renewable and special appointments renewed less than two times.

A Member may submit their Annual/Biennial Report on the current standardized paper form, or may opt to use the Faculty 180 tool to submit their report online. The Standardized Paper form can be found at [Faculty Member's Annual Report to the Dean – Form / Faculty Member's Biennial Report to the Dean – Form](#). Information on Faculty 180 can be found at [Faculty 180 tool](#).

If you have any questions please contact Jacquie Jamieson at ext. 32446 or by email at [jacquie.jamieson@queensu.ca](mailto:jacquie.jamieson@queensu.ca) or Lisa Neumann at ext. 74722 or by email at [ln@queensu.ca](mailto:ln@queensu.ca).