

ACADEMIC PERFORMANCE REVIEW & DEVELOPMENT (PRD) PROCESS

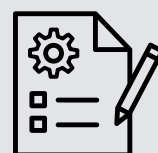
Dean P&R will email supplementary data & templates required to complete your PRD (approx. September)



Workday task will appear in your inbox

Complete the following:

- Research Plan (RO & T&R) endorsed by supervisor, Dean Research & Dean P&R **OR** Teaching Scholarship Plan (TS) endorsed by supervisor, Dean Ed & Dean P&R
- Professional Development Plan
- Wellbeing & Self-Care Plan (optional)
- Self evaluation in workday



Self evaluation task in workday includes:

- Evaluate process of previous goals and set any new goals (in each relevant area - Teaching, Research, Service & Leadership)
- Evaluate teaching excellence and/or research outputs and achievements, as well as service & leadership contributions
- Identify training and development areas
- Attach supporting documents
 - College supplied performance review data
 - Completed and approved Research Plan **OR** Teaching Scholarship Plan
 - Completed Professional Development Plan
 - Completed Wellbeing & Self-Care Plan (optional)
- Review additional feedback (if relevant) – this section will include feedback that was provided during the review year if it was requested

Your supervisor will schedule a time to meet with you to discuss your performance review - ensure workday process completed at least 1 week prior to meeting



Following the conversation, your supervisor will complete

- Academic Performance Review: Get Feedback Task (if they wish to request feedback from others)
- Manager Evaluation: Academic Performance Review task
- Manager Evaluation: Academic Performance Review: Provide Manager Review Comments acknowledgement task



Once your supervisor acknowledges the review, the PRD process is completed until the next year. A copy of your review can be found on workday under the Performance tab and Performance Reviews.

