

## Annual Report and Use of Teaching Evaluations

(Article 12.07)

*Collective Agreement  
Between Brock  
University And  
the  
Brock University Faculty Association (BUFA)*

- a) Members have the right and responsibility to submit an Annual Report to the appropriate Dean or University Librarian detailing their activities and accomplishments with respect to teaching, professional library practice, research, and service during the preceding year (May 1 to April 30). An up-to-date *curriculum vitae* will be submitted with the Annual Report.
- b) When reporting on research, scholarship and creative activities and efforts at generating research funds, the member shall, upon request, indicate the nature and relevance of these activities to his/her responsibilities.
- c) When reporting on teaching, faculty members shall provide information about their teaching during the evaluation period by means of student evaluations and, if desired by the member, additional information as described in Article 21.06 (a) (Tenure and Promotion – Provisions for Full-time Faculty). The Parties agree that no single measure provides complete information about teaching quality and effectiveness. Therefore, when assessing teaching quality and effectiveness, Deans shall ensure that all evidence provided by the member is evaluated in the full context of available information.
- d) The Parties agree that student course evaluations are not public documents and are the property of the instructor. The Parties further agree that the results of student course evaluations shall be made available by members to their Deans during the Annual Review process and other processes as provided for in this Agreement as a source of information about teaching quality and effectiveness.

## Outside Activities

*(Article 12.10)*

The nature of the professional competence of many members affords opportunities for the exercise of that competence outside the member's University duties, on both remunerative and non-remunerative bases. Recognizing that such outside professional activities can bring benefits to and enhance the reputation of the University and the capacities of members, the Parties agree that members have the right to engage in part-time outside activities paid or unpaid, providing that such activities do not interfere with their obligations, duties and responsibilities as full-time employees of the University, and subject to the following conditions:

- a) Members are encouraged to include information about relevant outside professional activities which may bring credit to themselves and/or to the University in their Annual Reports, but since these activities are undertaken in addition to the faculty members' responsibilities to the University, they are not required to do so;
- b) If the time commitment to those activities is such as to interfere with the fulfillment of his/her duties and responsibilities to the University, the Dean or University Librarian may require the individual to reduce such activities appropriately, or seek a reduced load or leave without pay;
- c.) Any member engaging in a substantial amount of paid or unpaid outside professional activities shall discuss these activities with the Dean or University Librarian to ensure that it is mutually agreed that these activities are not in conflict with the member's professional responsibilities to the University, as set out above and in Article 24 (Workload for Faculty Members) or Article 25 (Workload for Professional Librarian Members);
- d) When a member's outside activities involve the use of University facilities, supplies or services, permission for the use of such facilities, supplies or services, and agreement on reimbursement, if appropriate, shall be obtained in advance by the member from his/her Chair, Dean or University Librarian or his/her designate.