

Article 33 - Continuing Appointment, Promotion, and Review of Veterinarians

- 33.1 This Article applies to Continuing Appointment, Promotion and Review decisions of Veterinarians who hold Continuing or Probationary appointments, and to Renewal decisions for Contractually Limited Veterinarians.
- 33.2 Promotion and the conferring of a Continuing Appointment is a very important step in the relationship between the University and a Veterinarian and should be decided upon only after careful consideration and attention to due process. The University will grant Continuing Appointment to Veterinarians only in accordance with the provisions of this Article.
- 33.3 The Director will meet with each Member, within the Member's first semester of appointment and will discuss the approved criteria with respect to the granting of Continuing Appointment.
- 33.4 The Dean/Associate VPR will notify the Member, on an annual basis, that both he/she and the Director are available for Mentoring. In addition, the Dean/AVPR shall meet prior to the end of April with each Probationary Veterinarian Member to discuss the Member's progress towards and the possibility of application for continuing appointment and promotion.
- 33.5 Veterinarians have the right to know explicitly the criteria that are used for Continuing Appointment and Review purposes, as well as reasons for the decisions. The process must be transparent, fair and equitable.
- 33.6 The granting of Continuing Appointment and promotion to Associate Veterinarian recognizes professional and academic maturity, as exemplified by his/her contribution to the clinical and professional services to the OVC and the University, and by related activities within and outside the University as defined in Sub-Article 30.3. The conferral of Continuing Appointment obliges the University to support the career of the Veterinarian and it obliges the Veterinarian to continue to perform in a manner deserving of that support.
 - 33.6.1 Veterinarians shall hold, either Board certification in a relevant specialty or an advanced degree in a relevant discipline (in addition to a DVM) in order to meet the requirements for Continuing Appointment and Promotion to Associate Veterinarian.
 - 33.6.2 The provisions of Article 33 shall not apply to those Veterinarians hired on or before August 5, 2011 or where Board Certification is not a requirement of the position.
- 33.7 The specific requirement of a position to hold Board certification or an additional advanced degree shall be determined by the University at the time of advertisement for the position. Such requirement shall be included in both the job posting and noted in the successful incumbent's letter of appointment. Where such a requirement exists, a probationary appointment of an Assistant Veterinarian without completion of his/her Board certification or additional advanced degree will be for a maximum of two (2) years, at which point the Appointment will be terminated unless all of the

requirements for the Board certification or additional advanced degree have been completed however, the University shall provide support to the Member so that he/she may be able to meet the requirement of the position. In exceptional circumstances, the Provost may extend this period.

- 33.7.1 To facilitate the completion of the Board specialty or advanced degree for those Members hired without the requisite credential, the University shall provide up to two (2) months paid leave free from regularly assigned duties to the Member for the purposes of preparation, study and testing. Such leave may be taken in contiguous blocks, regularly scheduled days or hours within a work day as agreed to by the Member and his/her Director over the course of the probationary appointment. Consideration will be given by the Director and not unreasonably withheld with respect to the expressed preference of the Member regarding timing of the leave.
- 33.7.2 No Veterinarian will be required to obtain more than one Board specialty or additional degree as a condition of his/her employment.
- 33.8 Promotion to Veterinarian recognizes long-term, established and outstanding contributions to the University and the profession. A Veterinarian must be Board Certified in a relevant specialty or, where no applicable designation exists, have attained the highest terminal degree relevant to her/his position. It is granted in recognition of professional competence and maturity and normally an established national record of service to the profession.
- 33.9 Contractually Limited Veterinarians are eligible for consideration for promotion in rank as per the provisions of this Article. Contractually Limited Members are not eligible for consideration of granting of Continuing Appointment.
- 33.10 Consideration for the conferring of Continuing Appointment will be based on the Veterinarian's lifetime contribution in the areas as defined in Article 30: Responsibilities of Veterinarians.
- 33.10.1 Each candidate for Promotion and the granting of Continuing Appointment is expected to establish a record of performance in each area of responsibility as outlined in his/her position description and consistent with the provisions of Article 30.

Probationary Period

- 33.11 The maximum duration of a Probationary Appointment is six (6) consecutive years of full-time employment (with five full reviews), exclusive of extensions granted for other reasons, such as Maternity/Parental Leave, and not counting periods of unpaid leave, from the date of the Probationary Appointment.
- 33.12 The maximum length of the Probationary Period for part-time appointments shall be seven (7) years for appointments with a workload of 75-99% of a full-time appointment and eight (8) years for appointments with a workload of 50-74% of a full-time appointment.

Guidelines and Documentation Templates for Assessment Purposes

- 33.13 The exact nature of information considered relevant in the consideration of Members for Continuing Appointment or for Review of Members, is to be decided upon by the Veterinarians and is articulated in the Guidelines Document. The criteria must be consistent with the Articles of the Collective Agreement and shall be those in effect prior to the period being reviewed. The criteria for Review, Promotion and Continuing Appointment, including any amendments to the same will be subject to approval, by secret ballot, by no fewer than two-thirds (2/3's) of the Veterinarians, and also by the University Continuing Appointment Committee and the Provost.
- 33.14 All Members are to be informed in writing by the Director/AVPR of any amendments to these criteria. All Members, at the time of initial appointment, are to be given a copy of the approved Guidelines Document stipulating the criteria and established and promulgated benchmarks for Continuing Appointment, Promotion and Review.
- 33.15 Each Veterinarian shall have a review of her/his performance in the area of Professional Practice written by the person to whom the Veterinarian reports (her/his Director). Such Report shall form part of the Member's Assessment File.
- 33.16 The Dean/AVPR, in consultation with the Provost, will develop standard documentation templates. The Dean/AVPR will consult with the Members Continuing Appointment Committee in the development of these templates:

Member Templates

33.16.1 Progress Template

A template for the purpose of Continuing Appointment and Promotion considerations (i.e., progress toward the granting of Continuing Appointment and Promotion to Associate Veterinarian, and applications for Continuing Appointment and Promotion) in which each Veterinarian Member will document his/her relevant life-time professional, scholarly and service contributions, activities, and accomplishments. This completed template will be included in the Member's Assessment File with, among other things, additional information about Professional Practice, and in those cases where it is applicable a research and/or teaching/clinical dossier.

33.16.2 Performance Assessment Template

A template for the purpose of performance assessment in which each Veterinarian Member will document his/her relevant professional, scholarly and service contributions, activities, and accomplishments. This completed template will be included in the Member's Assessment File with, among other things, additional information about Professional Practice, and in those cases where it is applicable research and/or teaching/clinical dossier.

Continuing Appointment Committee Templates

33.16.3 Performance Assessment –Biennial Year

A MCA Committee Performance Assessment Report, which will form the basis of

the MCA Committee's report to the UCA Committee on its overall assessment of the Veterinarian Member's performance. The written review shall focus on the effectiveness of the Member at meeting University established criteria (that have been promulgated) and the general competence with which the duties and responsibilities of the position are carried out. The review will include the overall rater.

33.16.4 Performance Assessment – Non-Biennial Year:

Performance assessment in a nonbiennial year is for the purpose of feedback only for Members whose overall performance in the previous year was assessed as less than "good." A MCA Committee Performance Progress Report, which will form the basis of the MCA Committee's report to the UCA on its overall assessment of the Veterinarian Member's performance.

33.16.5 Probationary Veterinarian Members – Progress Feedback

A MCA Committee Progress Report, which will form the basis of the MCA Committee's report to the UCA Committee on its overall assessment of the Veterinarian Member's progress toward the granting of Continuing Appointment and Promotion to the rank of Associate Veterinarian.

33.16.6 Continuing Appointment and Promotion to Associate Veterinarian – Application or Final Year Consideration

A MCA Committee Continuing Appointment and Promotion Report, which will form the basis of the MCA Committee's report to the UCA Committee on its overall assessment of the Veterinarian Member's Application or final year consideration for the granting of Continuing Appointment and Promotion to Associate Veterinarian.

33.16.7 Promotion to Veterinarian – Application

A MCA Committee Promotion Report, which will form the basis of the MCA Committee's report to the UCA Committee on its overall assessment of the Veterinarian Member's application for the granting of Promotion to Veterinarian.

33.17 The MCA Committee Performance Assessment Report (per 33.16.3 and 33.16.4) will be retained in the Assessment File of the Member until completion of the current Performance Assessment Process (i.e., until such time that all appeals, arbitrations, and remedies for that Assessment year have been concluded), at which time it shall be removed from the Assessment File and Official File.

33.18 All MCA Committee Progress Reports (as per 33.16.5) and MCA Committee Continuing Appointment and Promotion Reports (as per 33.16.6) will be retained in the Official File of the Member until such time that Continuing Appointment and Promotion to Associate Veterinarian has been granted or the appointment of the Member has been terminated, and all applicable appeals, arbitrations, and remedies have been concluded, at which time they shall be removed from the Assessment File and the Official File.

33.19 The MCA Committee Promotion Report (as per 33.16.7) will be retained in the

Assessment File of the Member until the current Continuing Appointment and Promotion deliberations are completed (i.e., until such time that all appeals, arbitrations, and remedies for that year of deliberations have been concluded), at which time it shall be removed from the Assessment File and Official File.

External Assessors

33.20 Written opinions of the Member's activities, as outlined in his/her Position Description and consistent with Article 30, by experts in the Member's field are required to support a recommendation for the granting of Continuing Appointment and Promotion to Associate Veterinarian and for Promotion to Veterinarian.

External assessments are very important as part of the deliberations process but are not determinative. The Provost, in consultation with the Dean/AVPR, and through consultation with the University Continuing Appointment Committee, will devise the process by which external assessment will be sought for the conferring of Continuing Appointment and Promotion to Associate Veterinarian and the granting of Promotion to Veterinarian.

However, the following principles will apply:

- a) normally, External Assessors will be persons who have an 'arm's length' relationship to the Member and who are not members of the candidate's Department/Unit;
- b) the normal number of external assessments to be obtained will be three (3), at least one (1) of whom must be external to this University;
- c) the Chair of the Members Continuing Appointment Committee (MCA) and the Member will agree as to which individuals are acceptable Assessors and will forward this list to the Dean/AVPR. If agreement cannot be reached, the Members Continuing Appointment Committee (MCA) will decide on the acceptable Assessors;
- d) for consideration of Members in the OVCTH, the Dean will be responsible for communicating with assessors as per c) above and for consideration of Members in the AHL, the AVPR will be responsible for communicating with assessors as per c) above. The information sent to the Assessor will be accompanied by a standardized University of Guelph cover letter, developed and approved by the Provost, from the Dean/AVPR; e) all assessments will be in writing; f) the following information will be made available to the External Assessors;
 - 1) applicable Guidelines/Criteria for Continuing Appointment and Promotion;
 - 2) the Veterinarian's Curriculum Vitae;
 - 3) a copy of the Member's Position Description;
 - 4) the Member's teaching/clinical dossier (where applicable), compiled by the Member; and
 - 5) any other evidence of Professional Practice, Development, Scholarship or Service as determined by the Member.

Members Continuing Appointment Committee (MCA)

33.21 The role of the MCA Committee shall be to:

- a) consider the report from the Director;
- b) assess the Veterinarian Member's performance and complete a MCA Committee Performance Assessment Report to be considered as input to the UCA

Committee;

- c) assess the Veterinarian Member's progress toward the conferral of Continuing Appointment and Promotion to Associate Veterinarian and complete a MCA Progress Report to be considered as input to the UCA Committee as part of the feedback to the Veterinarian Member;
- d) assess the Veterinarian Member's application (or final year consideration) for the conferral of Continuing Appointment and Promotion to Associate Veterinarian and complete a MCA Committee Continuing Appointment and Promotion Report to be considered as input to the UCA Committee as part of the Continuing Appointment and Promotion decision;
- e) assess the Veterinarian Member's application for Promotion to Veterinarian and complete a MCA Committee Promotion Report to be considered by the UCA Committee as part of the promotion decision;
- f) consider external assessments for the granting of Promotion to the rank of Veterinarian.

33.22 The composition of the MCA Committee shall be:

- a) four (4) Veterinarians holding Continuing Appointment, two from the OVC HSC and two from the AHL, elected for a two (2) year term by all University Veterinarians in the respective units;
- b) the chair of the MCA Committee shall be elected by the members of the MCA Committee annually. The chair will be provided with a second vote to break a tie.

33.23 Subject to Articles 33.43 and 33.44, it is the responsibility of the Veterinarian to submit the completed file to the chair of the MCA Committee, or designate, by August 15th.

33.23.1 The chair of the MCA Committee shall ensure the Veterinarian Member is informed in writing when information, which is relevant to the current Continuing Appointment and Promotion, is placed in the Member's Assessment File after the August 15th submission date. Said Veterinarian will also be provided with reasonable time to review the information, but no less than ten (10) days, and to append documentation to the Assessment File should he/she so wish.

33.24 The chair of the MCA Committee shall ensure that documentation pertaining to the Veterinarian's assigned responsibilities and data regarding criteria, the Director's Report, letters of external assessment (where applicable), and the submitted file are properly included in the Veterinarian's Assessment file prior to the commencement of the deliberations process.

33.25 The chair of the MCA Committee shall ensure members of the Committee are provided with the relevant Continuing Appointment and Promotion Guidelines document.

University Continuing Appointment Committee (UCA Committee)

33.26 The role of the UCA Committee shall be to:

- a) receive for approval the Guidelines for Continuing Appointment and Promotion;

- b) assess the Veterinarian's performance and/or progress toward the conferral of Continuing Appointment and Promotion;
- c) consider the MCA Committee assessment and recommendation and the report from the Director;
- d) ensure the MCA Committee assessment is consistent with the Guidelines and established standards of performance;
- e) consider external assessments for the conferral of Continuing Appointment and Promotion to Associate Veterinarian and Promotion to Veterinarian;
- f) submit all recommendations to the Provost;
- g) submit positive recommendations for the conferral of Continuing Appointment and Promotion and Promotion to Veterinarian to the President for decision;
- h) issue a letter to the Veterinarian communicating the UCA Committee's assessment.

- 33.27 The composition of the University Continuing Appointment Committee shall be:
- a) the Dean(OVC) and the Associate Vice President (Research), who will act as co-chairs of the UCA Committee. The Dean (OVC) will vote and have a second vote to break a tie only for cases of Veterinarians from OVC HSC, and the Associate Vice-President (Research) will vote and have a second vote to break a tie only for cases of Veterinarians from AHL;
 - b) one (1) Veterinarian with Continuing Appointment from OVC HSC, elected for a two (2) year term by all Veterinarians; and
 - c) one (1) Veterinarian with Continuing Appointment from AHL, elected for a two (2) year term by all Veterinarians.

- 33.28 The chairs of the UCA Committee will be responsible to ensure the transfer of the Assessment File considered by the MCA Committee to the UCA Committee. The Chairs of the UCA may request that the chair of the MCA Committee and/or the Director appear before the UCA Committee as a part of the deliberations process.

- 33.29 The complete –Assessment File shall include all of the same information considered by the MCA Committee plus the Assessment/Progress Report and relevant recommendation from the MCA Committee plus the report of the Director. The Assessment/Progress Report and recommendation from the MCA Committee, signed by all members of the Committee who were present for the relevant deliberations, conveys the overall assessment of the Veterinarian Member's performance in relation to the expectations set out in the approved Continuing Appointment and Promotion Guidelines document.

Committee mode of Operations and Election to Committee

- 33.30 The Veterinarian's performance will be evaluated solely on the basis of the material contained in the Assessment File, and therefore accessible to the Veterinarian Member prior to the meeting of the MCA Committee; -
- 33.31 The decisions of the MCA and UCA Committees will be reached by majority vote. The vote shall be by secret ballot. A Member may withdraw prior to consideration and decision on a particular case. A Member shall withdraw prior to consideration of his/her case. However, no Member present for the consideration of a case who is

eligible to vote will abstain from voting. Recusals will be recorded explicitly, with their effective date, and may not be rescinded.

- 33.32 All Veterinarians holding Continuing Appointment are eligible for election to the MCA Committee, the UCA Committee, and the University Veterinarians Appeals Committee (UVAC) with the exception of any Member currently elected to either the MCA Committee, UCA Committee, or, the UV Appeals Committee;
- 33.33 All elections for the MCA Committee, UCA Committee and the UV Appeals Committee will be conducted by the Nominating Committee with administrative support from the Dean and AVPR office. The Nominating Committee shall be comprised of one elected Veterinarian Member and the Dean (if the elected Member is from the AHL) or the AVPR (if the elected Member is from the OVCTH), or designate. One Veterinarian is elected in November to the Nominating Committee for a two-year term by the Veterinarian Members.
- 33.34 The Nominating Committee requests nominations from Veterinarians at least two weeks prior to the commencement of an election. The MCA Committee election shall be held during January and the Veterinarians will be informed of the results of the election prior to elections for the UCA Committee and the UV Appeals Committee. The outgoing Nominating Committee conducts the elections for the successor Committee.
- 33.35 Voting will be by secret ballot, submitted in double envelopes, the outer signed by the voter, to the Nominating Committee by the deadline specified by said Committee. The Nominating Committee will inform the University Veterinarians and the Association of the results.
- 33.36 Voting will be consistent with the following:
- a) Member's Continuing Appointment Committee: The chair who is elected in accordance with this Article, shall have voting privileges and shall cast an additional vote in the case of a tie vote at the Committee.
 - b) University Continuing Appointment Committee: There will be one vote at the level of the chair. That is, for consideration of Members in the OVCTH, the Dean will have the vote and for consideration of Members in the AHL, the AVPR will have the vote. If the Dean or AVPR must recuse him/herself, he/she shall name a designate (e.g. Associate Dean OVC or alternate AVPR, respectively, exclusive of the Director to whom the candidate directly reports). In the case of a tie vote at the Committee, for consideration of Veterinarians in the OVCTH, the Dean shall cast a second, deciding vote and for consideration of Members in the AHL, the AVPR shall cast a second, deciding vote.
- 33.37 The length of term following an election of a Member to the MCA Committee, the UCA Committee, or the UV Appeals Committee shall be for a period of two (2) years.
- 33.38 If an elected Member is unable to serve, then the Member will be replaced by the unelected Veterinarian with the largest number of votes. Should there have been no

unelected candidates in the annual election; a special election will be held to fill the vacant position.

Continuing Appointment and Promotion for Veterinarians

33.39 Each year, all probationary and multi-year Contractually Limited Veterinarians will submit a completed Progress Template to the chair of the MCA Committee according to the timelines indicated in this Article. The progress towards continuing appointment and promotion to Associate Veterinarian of all Probationary Veterinarians will be considered by the MCA Committee and the UCA Committee and feedback in the form of a Progress Report will be provided by the Dean/AVPR to the Member and copied to his/her Director.

Granting of Continuing Appointment

33.40 The Director shall, prior to the submission of the assessment file to the chair of the MCA Committee, meet with each probationary Veterinarian to review his/her file and performance review. The Dean/Associate VPR shall, upon written request by the Member and within ten (10) days of receipt of such written request, meet with the Member to review his/her assessment file.

33.41 Failure to submit the completed Progress Template(as per 33.16.1) to the chair of the MCA Committee by the deadlines indicated in this Article, without prior written approval from the Dean/Associate VPR and Provost, will result in the determination that progress has not been made toward granting of Continuing Appointment and Promotion to Associate Veterinarian, and such decision shall be recorded in the Member's Assessment File.

33.41.1 In the final year of candidacy for Continuing Appointment and Promotion to Associate Veterinarian, failure to submit the completed Progress Template (as per 33.16.1) to the chair of the MCA Committee by the deadlines indicated in this Article, without prior written approval from the Dean/AVPR and Provost will result in the termination of the Veterinarian Member's Probationary Appointment.

33.42 In the final probationary review, consideration for the granting of Continuing Appointment and conferring of Promotion to the rank of Associate Veterinarian will occur and the decision will be either to grant Continuing Appointment and confer Promotion to Associate Veterinarian or not to grant Continuing Appointment and to terminate the Assistant Veterinarian's Appointment.

33.43 Further to Article 33.39, the Veterinarian may apply for the early granting of Continuing Appointment and conferring of Promotion to Associate Veterinarian in either the third, fourth or fifth year of appointment. Such application shall be made, in writing, by the Member to the Dean/AVPR through the chair of the MCA Committee by May 15th. The information contained in Article 33.20 (f) (2, 3, 4 and 5) shall be provided by the Dean/AVPR by June 8th. Updated materials to the Member's Assessment File may be submitted by the Member until August 15th.

Promotion to Veterinarian

33.44 Consideration for Promotion to the rank of Veterinarian will occur only on

application of the Member. Such application, including the name and full contact information of six (6) assessors, shall be made in writing by the Veterinarian Member to the Dean/AVPR through the chair of MCA by May 15th. The information indicated in Article 33.20 (f) (2,3,4 and 5) shall be provided by the Member to the Dean/AVPR by June 8th. Updated materials to the Member's Assessment File may be submitted by the Member until August 15th.

Deliberations Process and Communication of Decision

- 33.45 The MCA Committee will assess each Assistant Veterinarian's performance and make a recommendation to the chair of the UCA Committee with respect to the granting of Continuing Appointment and conferring of Promotion to Associate Veterinarian. The MCA Committee will complete the appropriate Report (per Article 33.16) for each Veterinarian who has been considered. The appropriate Report and relevant recommendation will be signed by all members of the Committee who were present for the relevant deliberations. The completed and signed Report and relevant recommendation will be sent to the chair of the UCA Committee.
- 33.46 Within fifteen (15) days following completion of performance assessment and Continuing Appointment the Dean/AVPR will provide to each Veterinarian being considered a letter (signed by all members of the UCA Committee who were present for the relevant deliberations) indicating the following:
- a) for probationary Members: An assessment of progress toward Continuing Appointment in each area of responsibility as outlined in the Position Description;
 - b) for all Members who were considered for Continuing Appointment: the recommendation of the UCA Committee along with the reasons for the recommendation.
- 33.47 For Veterinarians considered for Continuing Appointment and Promotion, the letter will include one of the following recommendations:
- a) that Continuing Appointment be granted and Promotion to Associate Veterinarian be conferred;
 - b) that the Probationary Appointment be continued;
- or
- c) that Continuing Appointment not be granted and the Appointment be terminated.

In the final year of candidacy for Continuing Appointment, the Committee is limited to the decisions outlined in a) and c) above. The letter to the Member will include explicit mention of the Member's right to appeal the recommendation, as per Article 33.50, and to contact the Association.

- 33.48 The UCA Committee, at the same time, will forward to the Provost all recommendations, along with full files and copies of all correspondence related to those recommendations.

33.49 Following consultation with the Provost, the President will make an expeditious decision either to grant continuing appointment immediately or to deny continuing appointment, and will communicate his/her decision to the Veterinarian immediately. The new rank will become effective the following July 1st. In the case of a denial of continuing appointment, reasons will be provided.

Appeals

33.50 Within fifteen (15) days of the date of issuance of the letter from the Dean/AVPR, the Veterinarian may appeal a negative recommendation of the UCA Committee to the chair of the University Veterinary Appeals Committee. Requests for extension, based on extenuating circumstances, may be made to the Provost. Such a request shall not be unreasonably denied.

33.51 The appellant Veterinarian may request to see his/her Official File/ Assessment File, and the signed Report(s) from the MCA and the UCA Committee(s). Letters from external assessors will be provided upon request, but they shall be provided by the Dean/AVPR without attribution and with any personally-identifying information removed.

University Veterinarians Appeals (UVA) Committee

33.52 The Committee will serve as an advisory body to the Provost and the VPR, who will act as committee co-chairs. The UVA Committee shall consider all appeals and recommendations from the UCA Committee and will make its recommendation to the President.

33.53 The membership of the UVA Committee shall be:

- a) The Provost and Vice-President Research, who will act as co-chairs of the committee;
- b) Two (2) Veterinarians holding Continuing Appointment elected for a two (2) year term by University Veterinarians.

33.54 The complete Assessment File shall include all of the same information considered by the UCA Committee plus the Assessment/Progress Report and recommendation

33.55 The Veterinarian may choose to appear before the UVA Committee, if he/she requests in writing. Whether or not he/she wishes to appear, he/she may submit a written statement and attach materials, which may be new, in support of the appeal of the decision not to grant Continuing Appointment, and to terminate the appointment. The Member may choose to be accompanied by a representative of the Association.

33.56 The UVA Committee may request the Veterinarian, his/her Director, the chair of the MCA Committee, the Dean/AVPR or any other member of the MCA or the UCA Committees to appear before it.

33.57 The Provost/VPR may, where she/he considers it appropriate, extend the

Veterinarian's probationary period to permit reconsideration of the case by the Committee.

Decision of the President

33.58 Following the hearing of all appeals, the UVA Committee shall forward its recommendations to the President. The President shall inform the Veterinarian in writing of the decision of the University.

Performance Assessment

33.59 The following performance assessments will be conducted in accordance with the process outlined in this Article:

- a) annual assessment of performance of all probationary Veterinarians for the purpose of feedback related to progression toward Continuing Appointment and Promotion to Associate Veterinarian;
- b) annual assessment of performance of all contractually limited Members;
- c) biennial assessment of all Veterinarian Members holding Probationary and Continuing Appointment for the purpose of performance assessment and feedback. Such consideration will occur in even-numbered years.

39.59.1 The biennial performance review of probationary or c7p Veterinarians and the annual performance reviews of Contractually Limited Members provide to each Member a rating of either "Unsatisfactory", "Improvement Required/Developmental", "Good", "Very Good", or "Outstanding" in each of area of effort: Professional Practice, Professional Development and Research Scholarship, and Service. Members shall not be ranked within these performance ratings. In addition, each Veterinarian Member will receive an overall performance rating, determined on the basis of the three individual performance ratings weighted according to the Member's Position Description during the review period.

33.60 Each Veterinarian must submit his/her completed Performance Assessment Template to the chair of the MCA Committee by August 15th. The chair of the MCA Committee will provide a written reminder to each Veterinarian of the deadlines for submission of documentation.

33.61 Failure to submit the completed Performance Assessment Template by August 15th, without prior approval from the Dean/AVPR and Provost, will result in an Unsatisfactory performance assessment.

33.61.1 Notwithstanding the scheduling provisions outlined in 33.59, the following assessments will occur on an annual basis:

- (i) Subsequent to any overall biennial performance assessment of a probationary or tenured Veterinarian Member that is less than "Good", that Member will be subject to an annual review of performance by the MCA and UCA for the purpose of providing feedback on performance (i.e., no performance raters will be determined).
- (ii) The performance of all Contractually Limited Veterinarian Members shall be

reviewed on an annual basis for the purpose of providing constructive feedback on performance and for the purpose of assigning an overall performance rater (per 39.59.1 above).

- 33.62 The MCA Committee will assess each Veterinarian's performance and will complete Performance Assessment Report for each Member who has been considered. The Performance Assessment Report will include the individual performance raters for each area of effort and will also include the overall performance rater. The MCA Committee will not rank order Veterinarian Members within the performance rater categories. The Performance Assessment Report will be signed by all members of the Committee who were present for the relevant deliberations. The completed and signed Report will be sent to the chair of the UCA.
- 33.63 Following consideration by the UCA Committee, the Dean/AVPR will provide in writing (and signed by all members of the UCA Committee who were present for the relevant deliberations) the assessment of the Veterinarian's performance to the Member and also copy it to his/her Director. The letter to the Member will include explicit mention of the Member's right to appeal the assessment, as per Article 33.64, and to contact the Association.

Appeals of Performance Review

- 33.64 Within fifteen (15) days of the date of issuance of the letter from the Dean/AVPR, the Veterinarian who has received a performance rating of less than "Good" may appeal to the chair of the UVA Committee.
- 33.65 The appellant Veterinarian may request to see his/her Assessment File including the signed Performance Assessment Report from the MCA Committee and the UCA Committee.
- 33.66 The UVA Committee may request the Veterinarian, the Director, the Dean/AVPR and any other member of the MCA or UCA Committees to appear before it as part of the appeal process.
- 33.67 The Veterinarian who has received a performance assessment of less than "Good" may choose to appear before the UVA Committee if he/she requests in writing. Whether or not he/she wishes to appear, he/she may submit a written statement.
- 33.68 The Veterinarian is entitled to be accompanied to the meeting of the UVA Committee by a representative of the Association.
- 33.69 The chair of the UV Appeals Committee will provide the decision in writing to the Veterinarian within fifteen (15) days of the date of the meeting at which the Member's appeal was heard.

Grievance

33.70 Any grievance of a decision arising from the Article shall be commenced at Arbitration, according to the provisions of Article 40: Grievance and Arbitration.