

## **TEACHER EVALUATION REPORTS**

### **Background**

The collective agreement between the Board and the Comox District Teachers' Association (CDTA) describes and governs the processes to be followed in evaluating teacher performance.

### **Procedures**

1. Written teacher evaluation reports are to contain the following statements:
  - 1.1. In the introduction:

“This evaluation has been conducted in accordance with Article E.6 of the collective agreement between the Board and the Comox District Teachers' Association.”
  - 1.2. In the conclusion:

“In the District, teacher evaluations are rated as either ‘satisfactory’ or ‘less than satisfactory.’ In conclusion, in my opinion, based on the observations made and the information gathered, at this time and in this teaching assignment, the performance of [teacher’s name] is judged to be [satisfactory] or [less than satisfactory].”
2. Disposition of Teacher Evaluation Reports
  - 2.1. The original report shall be submitted to the Director of Human Resources, with one (1) copy given to the teacher and one (1) copy kept in the personnel file.

Reference: Sections 7, 15, 17, 20, 22, 65, 85 School Act  
School Regulation 265/89  
Collective Agreement

Adopted: December 18, 2001  
Revised: June 25, 2019