On-line Academic Performance Evaluation System

User Manual for the Academic Staff Portal

Academic Affairs Office
**Table of Contents**

1 LOGGING IN ............................................................................................................................. 2

2 ACADEMIC PROFILE ................................................................................................................. 3

    2.1 Faculty of Medicine Code of Conduct: ................................................................. 3

    2.2 Conflict of Interest: ................................................................................................. 3

    2.3 Employment Equity Survey: .................................................................................... 3

3 PERFORMANCE EVALUATION .................................................................................................. 4

    3.1 Viewing an evaluation ............................................................................................. 5

    3.2 Acknowledging an evaluation ................................................................................... 6

4 SURVEYS .................................................................................................................................. 7
1 LOGGING IN

The Academic Staff Portal is a Faculty of Medicine web-based information system serving faculty members.

The **ACADEMIC STAFF PORTAL** is currently used for the following processes:

- **Academic Profile**: used to acknowledge adherence to the Faculty’s Code of Conduct AND to complete the Faculty’s employment equity survey required for accreditation purposes
- **Performance Evaluation**: for review and acknowledgment of academic staff member’s performance evaluations
- **Surveys**: completion of Faculty of Medicine specific surveys

The log in is available on the Academic Affairs website at:

[http://www.mcgill.ca/medicine-academic/academic-staff-portal](http://www.mcgill.ca/medicine-academic/academic-staff-portal)

Your McGill credentials are required for login to the secure system.

**Username:** firstname.lastname@mcgill.ca  
**Password:** email password

If you need assistance activating or accessing your McGill e-mail address, please visit the following site for instructions:  
[http://kb.mcgill.ca/kb/article?ArticleId=1015&source=Article&c=12&cid=2](http://kb.mcgill.ca/kb/article?ArticleId=1015&source=Article&c=12&cid=2)  
or contact the McGill ICS Service Desk at 514-398-3398. You will need your McGill Staff I.D. number when you call.
2 ACADEMIC PROFILE

If logging in for the first time, the staff member will be asked to create their Academic Profile. Once completed the first time, it does not have to be redone again, although it can be edited.

There are 3 sections to be completed:

- Code of Conduct
- Conflict of Interest
- Employment Equity Survey

2.1 Faculty of Medicine Code of Conduct:

The staff member must acknowledge that they have read and agree to adhere to the Faculty of Medicine’s Code of Conduct. A link to the Code of Conduct is provided.

CODE OF CONDUCT

I acknowledge that I have read and agree to adhere to the Faculty of Medicine’s Code of Conduct.

2.2 Conflict of Interest:

The staff member must acknowledge that they have read agreed to adhere to McGill University's Regulation on Conflict of Interest. A link to the policy is provided.

CONFLICT OF INTEREST

I acknowledge that I have read and agree to adhere to McGill University's Regulation on Conflict of Interest. Conflicts of interest may be financial (e.g. commercialization of intellectual property developed by a researcher in the performance of his/her regular duties) or non-financial (e.g. employment of a family member). These must be declared as soon as they arise (link On-Line Disclosure Statement).

2.3 Employment Equity Survey:

This section contains 4 short questions to complete in order for the Faculty to be able to provide statistical data for accreditation purposes. There is an option to opt out. A link to McGill’s Employment Equity policy is provided.
3 PERFORMANCE EVALUATION

Departments and Schools must evaluate the performance of their academic staff on a yearly basis. Performance evaluations are essential for career development and mentoring and to ensure accountability and equity across the Faculty. In addition, one of the accreditation standards for the medical school is that all full-time faculty members must receive an annual evaluation.

**Tenure Track and Tenured Faculty Members:** Academic performance is to be assessed in relation to academic duties as specified in section 4.1 of the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff*.

**Contract Academic Staff:** Academic performance is to be assessed in relation to academic duties as specified in Articles 5.5.1, 5.5.2 and 5.8.1 of the *Regulations Relating to the Employment of Contract Academic Staff*.

The reference period for evaluation is **January 1 to December 31**.
3.1 Viewing an evaluation

Once the Academic Profile is completed, the Performance Evaluation section will become available.

Once the Evaluator has submitted the evaluation, the staff member will automatically receive an email informing them that their evaluation has been submitted by their immediate supervisor and includes instructions on how to view the evaluation.

The staff member is instructed to log in to the ACADEMIC STAFF PORTAL via the web link on the Faculty of Medicine website under Performance Evaluation: http://www.mcgill.ca/medicine-academic/evaluation

- Click on the tab called “Academic staff – to VIEW”
- Click on the “LOGIN” button – for academic staff to view and acknowledge receipt of their evaluation
- Your McGill credentials will be required for login to the system (see section 1).
- If you have not yet completed your Academic Profile, you will need to do this before being able to view the evaluation.
To view the evaluation, click on the PDF icon. The evaluation will open in pdf format. The evaluations appear chronologically by year and are always available to the staff member.

3.2 Acknowledging an evaluation

- Please note that the evaluation process is not complete until the evaluation is acknowledged.
- If an academic staff member disagrees with the performance evaluation, a discussion should occur with the Chair or Director **BEFORE** acknowledging.
  - If an evaluation is amended, a second email will be sent to the academic and the original evaluation is voided automatically. If the evaluation is not amended, the original evaluation is still active and awaiting acknowledgement.
- To acknowledge the evaluation, click on the **ACKNOWLEDGE** link.
  - By acknowledging the evaluation, the academic staff member acknowledges having seen the evaluation, but does not necessarily agree with its content.
- The date of acknowledgment will automatically appear in the **ACKNOWLEDGE ON** column.
- Once acknowledged by the staff member, the evaluation is locked and cannot be modified. The PDF will still be available and the evaluation can still be viewed at any time.
- The Chair can then view, on the Academic Performance evaluation HOME page, the date the evaluation was acknowledged, next to the name of each academic staff member for whom a performance evaluation was created.
- Should the academic staff member never acknowledge the form, for whatever reason, the evaluation as completed by the Chair will be available to both the department and Academic Affairs; however the evaluation process remains incomplete. For those eligible for salary policy, it may affect their allocation and incomplete evaluations also have an impact on accreditation as this is one of the standards.
4 SURVEYS

The Faculty of Medicine conducts surveys at various times via the Academic Staff Portal. Requests to complete a survey are initiated by the academic staff member receiving an email with the details and instructions from the Academic Affairs Office.

All data collected through this site is confidential and accessible only to the Academic Affairs office.

For assistance with the on-line system, please contact the Academic Affairs Office.

Faculty of Medicine - Academic Affairs Office
3605 de la Montagne, Montreal, QC H3G 2M1
Tel: (514) 398-5879
Email: acadsec.med@mcgill.ca