

SGPS Student Advisor Program Evaluations Policy:

Purpose:

The purpose of this procedure is to review and evaluate the effectiveness and quality of service provided by the Student Advisor Program, as well as that of the individual Student Advisors. This information will assist the Steering Committee in exercising its responsibility for the structure and direction of the program as a whole, as well as assisting the employer in determining whether it would be appropriate for any individual Student Advisor to be rehired for an additional one year term.

General:

The Student Advisors and the Student Advisor Program will be evaluated on an annual basis. The evaluation will be conducted by the Vice President Internal (Graduate) of the SGPS (“the VPIG”). The SGPS will solicit, collect and organize information from the various parties either served by or responsible for the Student Advisor Program. This includes: students who have use the program, members of the SGPS executive who have come into contact with the program, and members of the Steering Committee (including the Student Advisors). The VPIG may also receive information from any other party who has direct knowledge of the program and would like to provide input (e.g., the Human Rights Office, the International Centre, faculty members, etc.).

The VPIG will organize the collected information and will conduct one-on-one evaluation meeting with each of the Student Advisors regarding their performance. If the substance of this evaluation is not generally positive, the VPIG will provide the Advisor with a written statement outlining any areas of concern or recommended areas of improvement.

The VPIG will also examine the collected information pertaining to the Student Advisor Program as a whole and will provide an annual report on the program to the Steering Committee.