



WELCOME, TEACHERS

The following is an overview of important TAV College policies and regulations, available on [the College website](#). Please contact your program coordinator for more information.

General Information and Rules for Evaluating

- Take note of important dates in the [semester calendar](#).
- [Code of Conduct](#): This Code aims to ensure an environment in which all members of the college community can thrive and learn.
- [Regulation Promoting Academic Success](#): This regulation sets out the College's practices for optimizing student success, and clarifies the mechanisms applied by the College in the event of repeated failure.
- [Institutional Policy on the Evaluation of Student Achievement \(IPESA\)](#): It explains the essential elements of evaluating students and applies to all members of the college community. Teachers must familiarize themselves with the IPESA and abide by its rules, including :
 - The course outline must comply with the course description provided by your departmental coordinator: competencies, objectives and essential content.
 - The course outline and final evaluation (including evaluation grid/grading scale and answer keys - if applicable) will be submitted to the program coordinator within the specified deadlines.
 - All summative evaluations are indicated in the course outline, along with their nature, weighting, link to course objectives, and evaluation criteria.
 - All evaluations aim to measure achievement of course objectives and competencies, and must be followed by feedback to students.
 - Teachers are required to prepare students for final evaluations with formative evaluations.
 - The weighting of the final evaluation will be at least 40% (may be distributed between several final evaluations) and 30% of the final grade will have already been allocated before the final stage of the semester.
 - To ensure objectivity during evaluations, all assessments will be graded using a grading scale or rubric with precise, weighted criteria.
 - Teachers must apply the penalty rule for late work, and language errors in their corrections.
 - During team work, the team contract will be used and students will be graded on the basis of their individual performance.
 - The teacher is responsible for taking attendance each class and notifying the program coordinator if any students fail to show up at all.
 - It is the student's responsibility to attend class, but no marks are to be awarded for attendance and participation. The teacher is responsible for engaging students and ensuring that course objectives are met through a variety of summative and formative evaluations.

- In the event of [plagiarism or cheating](#), the teacher must apply the rules and procedures set out in the IPESA. To avoid such cases, it is suggested that evaluations be changed from one semester to the next, and that final evaluations be kept (and students be given the opportunity to consult them).

Professional Development

- **[Teaching Evaluation Policy](#):** This policy provides a framework for the development of pedagogical skills and is designed to foster exchanges between the College and the teacher. The procedures described cover, when applicable, the individual professional development agreement reached during the evaluation process. Please contact your program coordinator for more details.
- **College annual professional development plan:** As a teacher, you can submit a request to your program coordinator for professional development, in regards to your discipline or to pedagogy. who will forward it to the person in charge of the college's annual professional development program for analysis.

Wellness and Mental Health

If you see a student in distress, you can refer them to our mental health team or visit our website.

Noémie Giguère, B306
Sexual Violence and Resource
Counsellor
noemie@tav.ca or MIO
 514-731-2296 ext. 241
[For more resources](#)

Patrick Girard, B306.1
Psychosocial Counsellor
p.girard@tav.ca or MIO
 514-731-2296 ext. 226
[For more resources](#)

- **[Policy Against Sexual Violence](#):** This policy applies at all times between students, and teaching and non-teaching staff. The College considers that any romantic or sexual relationship between students and staff members goes against the educational mission and may undermine the integrity of the professional dynamic between these individuals.
- **[Anti-Bullying and Anti-Violence Policy](#):** It aims to prevent all forms of intimidation and violence directed at a student, teacher or other member of staff.
- **[Student Mental Health Policy](#):** It demonstrates the College's commitment to providing a living and learning environment that is healthy, safe, caring and conducive to thriving mental health.