



Part 8: Faculty Evaluation

[See also Title 3, Article 3, Part 3, 3-3-303(5) Performance Evaluation and Title 3.]

3-3-801 Implementation of Faculty Evaluation Procedures.

3-3-801(1) Comprehensive Review. A faculty member must receive a comprehensive review in any year upon request. In addition, the results of comprehensive review are the sole basis for decisions concerning pre-tenure review, tenure, promotion and post-tenure review. Every comprehensive review of a tenured faculty member, for whatever purpose, is at the same time a post tenure review.

(a) Promotion Review [See Section 2-3-801(2)(b) Pre-Tenure Review.

- (I) Tenure track faculty members will undergo a comprehensive pre-tenure review in their third year, except in the circumstance noted in 3-3-801(1) (a) (III).
- (II) Procedures. Pre-tenure review procedures are the comprehensive evaluation procedures which includes scores and reasons, given in the Board Policy Manual Title 1, Part 3, 1-1-307 Faculty Evaluation and Title 2, Article 3, Part 8 Faculty Evaluation.
- (III) Evaluation Period and Dossier. Comprehensive pre-tenure review requires a faculty member to prepare a dossier that summarizes and provides evidence of the individual's performance accomplishments. The dossier for pre-tenure review should reflect activities accomplished while a member of the UNC faculty. The dossier may include activities accomplished in time periods occurring prior to service at UNC only when such time periods are negotiated at the time of hire as credit toward promotion and/or tenure. Faculty members who negotiate two (2) years of credit toward tenure and promotion may request a pre-tenure review in their first or second year at the University of Northern Colorado. Faculty members who

negotiate three (3) years of credit toward tenure and promotion may request a pre-tenure review in their first year at the University of Northern Colorado. [See Section 2-3-801 (1) Definitions.]

(b) Tenure Review [See Section 2-3-801(2)(c).]

(c) Post-Tenure Review.

- (I) Guidelines. Every tenured faculty member must have a comprehensive review at least once every six (6) years. If a faculty member requests a comprehensive review (for promotion, or any other reason) this will establish a new six-year (6) review cycle.
- (II) Procedures. Post-tenure review procedures are described in this Board Policy Manual 1-1-307 Faculty Evaluation and 2-3-801 Faculty Evaluation.
- (III) Evaluation Period and Dossier. The dossier for post-tenure review should include only activities accomplished since the last comprehensive review. If hired with tenure, the dossier should include activities since time of hire.
- (IV) Evaluation Areas. A faculty member is evaluated on assigned workload over the post-tenure period. In each area, a faculty member's performance will be evaluated on a five-point scale. [See 3-3-801(2) (f)].
- (V) Post-Tenure Review Decisions. The result of a post-tenure review is either satisfactory or unsatisfactory. A faculty member's post-tenure review is satisfactory if they receive an overall evaluation of level III or higher with a level III or higher evaluation in teaching. If the overall evaluation is below level III, or if the evaluation is below level III in teaching, then the result of the post-tenure review is unsatisfactory. Faculty evaluated as unsatisfactory on a post-tenure review will meet with the department chair/school director/program coordinator and the program area faculty or their designee to develop a performance plan that is approved by the department chair/school director/program coordinator, and the dean. Faculty

have two years to achieve a satisfactory evaluation. Failure to do so will constitute grounds for disciplinary action. [See 1-1- 310 and 2-3-1101].

3-3-801(2) Annual/Biennial/Triennial Review. Procedures for annual/biennial/triennial review are conducted for the purpose of performance evaluation and to determine eligibility for merit pay consideration.

- (a) Criteria. Evaluation criteria are developed by each program area and approved as described in Board Policy 2-3-801(3)(a).
- (b) Procedures. Annual/Biennial/Triennial Review procedures are described in the Board Policy Manual Title 1, Article 1, Part 3 Faculty Evaluation, and Title 2, Article 3, Part 8 Faculty Evaluation. All years of employment are subject to annual/biennial/triennial review. No review period may be included in more than one annual/biennial/triennial review.
- (c) Evaluation Period. The calendar year is used as the review period for all annual/biennial/triennial reviews notwithstanding that the faculty member may not have worked the entirety of the calendar year.
 - (I) **Annual Review:** Faculty activities from January 1 through December 31 of a calendar year are the subject of an annual evaluation conducted during the period of January 1-May 31 of the following year.
 - (II) **Biennial Review:** Faculty activities from January 1 through December 31 of a consecutive two-year period are the subject of a biennial evaluation conducted during the period of January 1-May 31 of the following year.
 - (III) **Triennial Review:** Faculty activities from January 1 through December 31 of a consecutive three-year period are the subject of a triennial evaluation conducted during the period of January 1-May 31 of the following year.
- (d) Evaluation Areas. Evaluation areas are based on the workload assigned by the chair/director/program coordinator. See Faculty Workload 2-3-401.

(e) Evaluation Outcomes. Faculty are evaluated in each applicable performance area and their contributions in each area may vary according to assigned workload. A faculty member's performance will be evaluated and scored on a five (5) point scale. See 2-3-801(4)(a)(XI). Each faculty member will receive an overall evaluation based on the scores in each of the areas. A numerical weighting system that incorporates the percentage of the total workload for each performance area as specified in the assigned faculty workload will be used to calculate a weighted average using the evaluation scale in Board Policy 2-3-801(4)(a)(XII).

(f) Employment Status and Annual/Biennial/Triennial Review

- (I) Adjunct Faculty. Adjunct faculty are evaluated by the program area faculty in consultation with the department chair/school director/program coordinator. Each College will develop procedures for evaluating its adjunct faculty.
- (II) Contract-Renewable Faculty. Contract-Renewable faculty must complete an annual/biennial review at least once every two years and may request an annual/biennial review in any year.
- (III) Tenure-Track Faculty. Tenure-track faculty must complete an annual review in years 1, 2, 3 (in conjunction with pre-tenure review), 4 and 5 (and year 6, if applicable). In year 3, pre-tenure review materials must be organized so that an annual review can also be completed. If, in the pre-tenure review, the faculty member receives "exceeds expectations" or higher in either instruction or professional activity, and "meets expectations" or higher in the other areas, they may complete a biennial review covering years 4 and 5, instead of completing annual reviews for years 4 and 5.
- (IV) Tenured Associate Professors. Tenured Associate Professors must complete, at a minimum, a biennial review once every two years, and they may request an annual review in any year. When the annual/biennial review coincides with a comprehensive review, materials must be organized so that an annual/biennial review can also be completed.

(V) Tenured Full Professors. Tenured Full Professors must complete, at a minimum, a triennial review once every three years. They may request an annual/biennial review in any year. When the annual/biennial/triennial review coincides with a comprehensive review, materials must be organized so that an annual/biennial/triennial review can also be completed.

(VI) Tenured faculty may opt out of an annual review for the 2020 review period or opt out of a biennial review for the 2019-2020 review period. Faculty who do so shall either complete an annual review for the 2021 review period or a biennial review for the 2021-2022 review period. A tenured faculty member who opts out of an annual/biennial review under this subsection (VI) does not modify the timing of their next comprehensive review, which comprehensive review will include an evaluation of activities that occurred during the opt-out years.

3-3-801(3) Calendar for Faculty Evaluation. Colleges will establish calendars for the review of evaluation materials as described in the Board Policy Manual 1-1-307 Faculty Evaluation, and 2-3-801. Faculty Evaluation.

(a) Reappointment Recommendations for Tenure-Track Faculty. [See Board Policy Manual 2-3- 202(3).]

(b) Reappointment upon Denial of Tenure. Faculty members who do not receive tenure in year six (6) will be given a contract in year (7), for their final year.

(c) Contract-Renewable Faculty Member Position Notification. Decisions to offer a subsequent contract-renewable agreement should be communicated to the faculty member by April 1.

3-3-802 Confidentiality and Professional Ethics. Except as otherwise authorized under the terms and provisions of this procedure, or when used to administer the affairs of the University, or to comply with the law, all information reviewed, evaluation data collected, committee deliberations, decisions, and other materials generated during the course of evaluations conducted in accordance with this procedure shall be maintained as confidential.

Policy History

3-3-801 IMPLEMENTATION OF FACULTY EVALUATION PROCEDURES.

Subsection 3-3-801(2)(b)(c)(III)(f)(V) amended (Jun 2021)

Subsection 3-3-801(2)(f)(IV) Tenured Faculty amended (Feb 2021)

Subsection 3-3-801(2)(b)(c)(I)(II)(e)(f)(I)(II)(III)(IV) amended (May 2017)

Subsection 3-3-801(3)(a)(b)(c) amended (May 2017)

Subsection 3-3-801(1)(2)(3) amended (Jun 2016)

Subsection 3-3-801(1)(2)(3) amended (Dec 2014)

Subsection 3-3-801(2)(VI) Promotion and/or Tenure Recommendation amended (May 2012)

Subsection 3-3-801(1) Annual Review (g)(I)(g)(II)(g)(III) amended (Nov 2011)

Subsection 3-3-801(1) Annual Review (a)(g)(ii) amended (Sept 2011)

Subsection 3-3-801(2) Comprehensive Review (a)(III)(a)(VI) amended (Sept 2011)

Subsection 3-3-801(3) Calendar for Faculty Evaluation amended (Sept 2011)

Subsection 3-3-801(1) Annual Review amended (Oct 2010)

Subsection 3-3-801(3)(b) Calendar for Faculty Evaluation chart deleted due to conflict with Board Policy Manual. (Dec 2010)

3-3-802 RESPONSIBILITIES OF THE FACULTY IN THE EVALUATION PROCESS.

Section 3-3-802 amended (Jan 2022)

Section 3-3-802 amended (May 2017)

Section 3-3-802 amended (Jun 2016)

Section 3-3-802 amended (Sept 2011)

3-3-803 RESPONSIBILITIES OF THE DEPARTMENT CHAIR/SCHOOL DIRECTOR IN THE EVALUATION PROCESS.

Section 3-3-803 amended (Sept 2011)

Section 3-3-803 introductory paragraph amended (Oct 2010)

3-3-804 RESPONSIBILITIES OF THE COLLEGE DEAN IN THE EVALUATION PROCESS.

Section 3-3-804 amended (Sept 2011)

Section 3-3-804 amended (Oct 2010)