



SENATE ACTION FORM

Senate Action Number: 1288

Subject: Revisions to University Regulations 3-3-801 Faculty Evaluation

Reference to Senate Minutes Dated: 8/31/26

Senate Action

MOTION: Adopt the revisions to University Regulations 3-3-801 Faculty Evaluation

VOTE: Motion approved unanimously

Response Requested:

☐ Approval for placement in University Catalog, Undergraduate and Graduate

☒ Approval for placement in University Regulations

☐ Recommendation to Board for placement in Board Policy Manual

☐ None (sent as information item)

☐ Other action requested/comments: _____

Harmony Newman

Digitally signed by Harmony
Newman
Date: 2026.09.01 11:29:36 -06'00'

9/1/26

Faculty Senate Chair

Date

Administrative Review of Senate Action (unnecessary for information items):

☒ Reviewed by VPAA/Provost. Check ☐ if comments are attached.

☒ Reviewed by General Counsel. Check ☐ if comments are attached.

Presidential Action:

☒ Approve

☐ Reject

☐ Return to Senate for discussion/modification (comments attached)

09/15/2026

President/Designated Administrative Officer

Date

Date of Board approval (if applicable): _____

**PLEASE RETURN SIGNED ORIGINAL AND ATTACHMENT TO THE FACULTY SENATE OFFICE:
CARTER HALL 2004, CAMPUS BOX 75.**

Faculty.Senate@unco.edu

FACULTY SENATE POLICY PROPOSAL/MOTION

Subject: Revisions to University Regulations 3-3-801 Faculty Evaluation

Originator/Date: March 12, 2025

Placement(s): University Regulations Manual 3-3-801 Faculty Evaluation

Reviewed by FWC on 04/15/2026.

Reviewed by COD on 8/26/2026 and sent to FWC on 8/26/2026.

Reviewed and approved by Faculty Welfare on 8/26/2026.

FWC sent to Faculty Senate

Motion: Adopt the revisions to University Regulations 3-3-801 Faculty Evaluation

Purpose/Rationale: In light of faculty and administrator feedback, the goal is to simplify and streamline the faculty evaluation process.

Proposed Language: See below



Part 8: Faculty Evaluation

PROPOSED AMENDMENTS

[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~~ is entitled to a comprehensive review in any year upon request. ~~In addition, the results of The outcome of the comprehensive review are the sole~~ serves as the exclusive basis for decisions concerning pre-tenure review, tenure review, promotion review and post-tenure review. ~~Every comprehensive review of a tenured faculty member, for whatever purpose, is at the same time a post tenure review.~~ For tenured faculty members, any comprehensive review serves as a post-tenure review.

(a) ~~Promotion Pre-Tenure~~ Review [See Section 2-3-801(2)(ba)] ~~Pre-Tenure Review.~~

(I) ~~Review Cycle.~~ Tenure track faculty members ~~will~~ shall undergo a comprehensive pre-tenure review in their third year, except in the following circumstances ~~noted in 3-3-801(1)(a)(III).~~

1. ~~Faculty members who negotiate one (1) or two (2) years of credit shall undergo a pre-tenure review in their second year.~~
2. ~~Faculty members who negotiate three (3) years of credit shall undergo a pre-tenure review in their first year. [See BPM Section 2-3-801 (1) Definitions.]~~

(II) Procedures. Pre-tenure review procedures are the comprehensive evaluation procedures ~~which that~~ includes scores and reasons ~~based on approved program area criteria,~~ 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 in the performance areas. 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 if~~ 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 BPM Section 2-3-801(23)(cb).]

(c) Promotion Review. [See BPM Section 2-3-801(3)(c).]

(d) Post-Tenure Review. [See BPM Section 2-3-801(3)(d).]

(I) ~~Guidelines-Review Cycle. Every tenured faculty member must have~~ Tenured professors must undergo a comprehensive review at least once every five (5) years. Tenured associate professors must undergo a comprehensive review at least once every six (6) years (in addition to at least one (1) subperiod review in a year between comprehensive reviews). If a faculty member requests a comprehensive review (for promotion, or any other reason) this ~~will~~ shall establish a new five-year (5) or six- year (6) review cycle. ~~For tenured associate professors, completion of a comprehensive review does not reset or extend the timeline for consideration for promotion to professor.~~

(II) Procedures. Post-tenure review procedures are described in ~~this the~~ 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 **without promotion** should include only activities accomplished since the last comprehensive review (**for the case of post-tenure review with promotion, see 2-3-801(3)(d)**). If hired with tenure, the dossier **for the first comprehensive review** should include activities since time of hire.

(IV) Evaluation Areas. A faculty member is evaluated on assigned workload over the **post-tenure evaluation** 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** If evaluated as unsatisfactory in a post-tenure review, the faculty member, unit leader and the program area faculty ~~or their designee~~ shall meet to develop a performance plan, ~~that is approved by the department chair/school director/program coordinator, and the dean,~~ based on the approved program area criteria, within 30 calendar days of the start of the next academic contract period. The plan shall be approved by the program area faculty, unit leader, and the dean, and agreed to by the faculty member. ~~Faculty have~~ The faculty has two years from the unsatisfactory evaluation period to achieve a satisfactory **comprehensive** evaluation. Failure to do so **will shall** constitute grounds for disciplinary action. [See **BPM 1-1-310** and **BPM 2-3-1101**].

3-3-801(2) Annual/Biennial/Triennial Subperiod Review. Procedures for **subperiod review** (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(34)~~(a).
- (b) Procedures. ~~Annual/Biennial/Triennial Subperiod~~ 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. A~~ subperiod review shall not include an evaluation period already included in previous subperiod reviews.
- (c) Evaluation Period. The calendar year is used as the review period for all ~~annual/biennial/triennial subperiod~~ reviews notwithstanding that the faculty member may not have worked the entirety of the calendar year. Each review time period includes faculty activities from January 1 through December 31 of a calendar year. Evaluations are conducted during the period of January 1 through May 31 of the following year.
- (I) **Annual Review:** ~~Faculty activities from January 1 through December 31 of a~~ One 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~~ 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~~ 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~~ Faculty are evaluated in each applicable performance area and their contributions in each area may vary according to the workload assigned by ~~the chair/director/program coordinator~~ unit leader. [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~~ unit leader. Each College ~~will~~ shall develop procedures for evaluating its adjunct faculty.

(II) Contract-Renewable Faculty. Contract-Renewable faculty must complete ~~an annual/biennial a subperiod~~ review at least once every two years and may request ~~an annual/biennial a subperiod~~ review in any year.

(III) Tenure-Track Faculty. Tenure-track faculty must complete ~~an annual a subperiod~~ 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. all years that do not include a comprehensive review (pre-tenure or tenure). If, in the pre-tenure review,~~ the faculty member receives, in their pre-tenure ~~comprehensive review,~~ "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. opt out of the annual review the following year.~~

(IV) Tenured Associate Professors. Tenured Associate Professors must complete, ~~at a minimum, a biennial a subperiod~~ review once every ~~two~~ three years, and they may request an ~~annual subperiod~~ 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 subperiod 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.~~ are not required to complete a subperiod review. They may request a subperiod review in any year.
- (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~~ **shall** 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~~ **shall** be given a **terminal** 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 **on an annual basis** 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.

Section 3-3-801 amended (Aug 2026)

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)



Part 8: Faculty Evaluation

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[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 is entitled to a comprehensive review in any year upon request. The outcome of the comprehensive review serves as the exclusive basis for decisions concerning pre-tenure review, tenure review, promotion review and post-tenure review. For tenured faculty members, any comprehensive review serves as a post-tenure review.

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

(I) Review Cycle. Tenure track faculty members shall undergo a comprehensive pre-tenure review in their third year, except in the following circumstances.

1. Faculty members who negotiate one (1) or two (2) years of credit shall undergo a pre-tenure review in their second year.
2. Faculty members who negotiate three (3) years of credit shall undergo a pre-tenure review in their first year. [See BPM Section 2-3-801 (1) Definitions.]

(II) Procedures. Pre-tenure review procedures are the comprehensive evaluation procedures that include scores and reasons based on approved program area criteria, 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 accomplishments in the performance areas. 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 if negotiated at the time of hire.

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

(c) Promotion Review. [See BPM Section 2-3-801(3)(c).]

(d) Post-Tenure Review. [See BPM Section 2-3-801(3)(d).]

(I) Review Cycle. Tenured professors must undergo a comprehensive review at least once every five (5) years. Tenured associate professors must undergo a comprehensive review at least once every six (6) years (in addition to at least one (1) subperiod review in a year between comprehensive reviews). If a faculty member requests a comprehensive review (for promotion, or any other reason) this shall establish a new five-year (5) or six- year (6) review cycle. For tenured associate professors, completion of a comprehensive review does not reset or extend the timeline for consideration for promotion to professor.

(II) Procedures. Post-tenure review procedures are described in the 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 without promotion should include only activities accomplished since the last comprehensive review (for the case of post-tenure review with promotion, see 2-3-801(3)(d)). If hired with tenure, the dossier for the first comprehensive review should include activities since time of hire.

(IV) Evaluation Areas. A faculty member is evaluated on assigned workload over the evaluation period.

(V) **Post-Tenure Review Decision.** 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. If evaluated as unsatisfactory in a post-tenure review, the faculty member, unit leader and the program area faculty shall meet to develop a performance plan, based on the approved program area criteria, within 30 calendar days of the start of the next academic contract period. The plan shall be approved by the program area faculty, unit leader, and the dean, and agreed to by the faculty member. The faculty member has two years from the unsatisfactory evaluation period to achieve a satisfactory comprehensive evaluation. Failure to do so shall constitute grounds for disciplinary action. [See BPM 1-1-310 and BPM 2-3-1101].

3-3-801(2) Subperiod Review. Procedures for subperiod review (annual/biennial/ triennial review) are conducted for the purpose of performance evaluation.

- (a) **Criteria.** Evaluation criteria are developed by each program area and approved as described in 2-3-801(4)(a).
- (b) **Procedures.** Subperiod 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. A subperiod review shall not include an evaluation period already included in previous subperiod reviews.
- (c) **Evaluation Period.** The calendar year is used as the review period for all subperiod reviews notwithstanding that the faculty member may not have worked the entirety of the calendar year. Each review time period includes faculty activities from January 1 through December 31 of a calendar year. Evaluations are conducted during the period of January 1 through May 31 of the following year.

(I) **Annual Review.** One calendar year.

(II) **Biennial Review.** A consecutive two-year period.

(III) **Triennial Review.** A consecutive three-year period.

(d) **Evaluation Areas.** Faculty are evaluated in each applicable performance area and their contributions in each area may vary according to the workload assigned by unit leader. [See Faculty Workload 2-3-401].

(e) **Employment Status and Subperiod Review**

(I) **Adjunct Faculty.** Adjunct faculty are evaluated by the program area faculty in consultation with the unit leader. Each College shall develop procedures for evaluating its adjunct faculty.

(II) **Contract-Renewable Faculty.** Contract-Renewable faculty must complete a subperiod review at least once every two years and may request a subperiod review in any year.

(III) **Tenure-Track Faculty.** Tenure-track faculty must complete a subperiod review all years that do not include a comprehensive review (pre-tenure or tenure). If the faculty member receives, in their pre-tenure comprehensive review, “exceeds expectations” or higher in either instruction or professional activity, and “meets expectations” or higher in the other areas, they may opt out of the annual review the following year.

(IV) **Tenured Associate Professors.** Tenured Associate Professors must complete a subperiod review once every three years, and they may request a subperiod review in any year.

(V) **Tenured Professors.** Tenured Professors are not required to complete a subperiod review. They may request a subperiod review in any year.

3-3-801(3) Calendar for Faculty Evaluation. Colleges shall 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) shall be given a terminal contract in year (7).

(c) Contract-Renewable Faculty Member Position Notification. Decisions to offer a subsequent contract-renewable agreement should be communicated on an annual basis 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.

Section 3-3-801 amended (Aug 2026)

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)