

**UNIVERSITY OF COLOARDO COLORADO SPRINGS
HELEN AND ARTHUR E. JOHNSON BETH-EL
COLLEGE OF NURSING AND HEALTH SCIENCES
FACULTY ANNUAL PERFORMANCE REVIEW POLICY**

Preamble

The performance review process is completed once a year for all regular faculty members (≥ 0.5 FTE) within the college as defined by the CU Board of Regents Policy 5: Faculty. The review is based on the calendar year but will give attention to long-term contributions made by faculty in order to compensate for years when merit pay adjustments were not available, as well as to reflect ongoing achievements that may not yield measurable results in any given year (Regent Policy 11B).

Procedures

Faculty members are responsible for submitting their electronic documentation, via Digital Measures, for performance evaluation. This documentation must meet the required formatting and include all performance data required by the faculty's department for the evaluation of their respective duties (i.e. teaching, research, service, clinical practice).

If a faculty member has formal assignments in two or more departments or areas, each department or area will provide a performance review and salary recommendations reflecting the extent of participation in the department or area.

Faculty performance documents will be reviewed by a department committee, the department chair, and approved by the dean. Only the dean will review the self-evaluation scores.

A standard form is used for each part of the process, with all documents passed from the committee, to the chair, to the dean. Some faculty may have different workload percentages outlined in their letters of offer or approved differentiated workload.

Composition of the Department Committee

At least two faculty from the faculty's home department, selected by the department chair, will serve as the department committee. When available, committee members will be comprised of faculty from the same faculty classification (i.e. tenure-track/tenured, non-tenure track).

Department Committee Responsibilities

Conduct annual reviews for each faculty member subject to the system and provide the department chair with narrative of strengths and weakness and a score of 1-5 points (see Performance Scores below) for each performance category in the faculty's workload.

Department Chair Responsibilities

Conduct annual reviews for each faculty member subject to the system in conjunction with the feedback provided by the department committee's review. Department chairs will provide their own score of 1-5 points (see Performance Scores below) for each performance category in the faculty's workload and forward all scores and evaluations to the dean for review and approval.

Once approved by the dean, department chairs will notify faculty in writing of the performance evaluation results, including a formative performance evaluation and the scores from the department committee and chair. Additionally, some departments may elect to have formal meetings between the department chair and each faculty member to discuss his or her performance during the year under review.

Performance Scores

Faculty must be rated in each category listed in their workload formula with a score of 1-5.

- 5.0 – outstanding
- 4.0-4.99 – exceeding expectations
- 3.0-3.99 – meeting expectations
- 2.0-2.99 – below expectations
- 1.9 and below – fails to meet expectations

An overall performance score will be based on the self-evaluation score, committee score and department chair score for each performance category. The overall score will be recorded on the Annual Performance Rating Form that is submitted to the campus Human Resources Office by the college human resources coordinator. All other forms used in the process are considered “internal” and do not leave the college.

The total number of overall performance points for all faculty within each faculty category for their respective department will be divided by the total amount of money available for that pool of faculty. This will result in a dollar amount per performance point, which will then be used to determine the merit increment.

Example:

- Total amount of money available for tenure-track/tenured faculty in department X = \$33,000
- Sum of overall performance points for all tenure-track/tenured faculty in department X = 62.5 points
- $\$33,000/62.5 = \$528/\text{overall performance point}$
- Professor Smith had an overall performance score of 3.7 ($\$528 \times 3.7 = \$1,953$)

Salary Incrementation

Department policies must maintain the ability to make significantly different awards for differential performance. Departments may not develop policies that circumvent the need to make salary incrementation awards to faculty members based on performance in their respective areas of performance review (i.e. teaching, research, service, clinical practice).

Initial Draft: Approved 5/1/2020 by the College Faculty Affairs Committee with a vote of 8-0-0.