

REQUIRED EVALUATIONS FOR ALL SCHOOL OF MEDICINE FACULTY

Evaluation	Frequency	Evaluator	Comments
Annual Review	Annually, by May 1 st	Department Chair or Division Head	<ul style="list-style-type: none"> • Evaluate CV and faculty performance in teaching, research/creative work & service • Review in light of SOM criteria for promotion and tenure • Review/update professional plan • Document clearly whether faculty member is on course for promotion and is fulfilling department's expectations • Provide opportunity for faculty member to indicate whether his/her expectations are being met and whether additional resources are needed to meet career objectives • Provide opportunity for faculty member to have input into job assignments and allocation of effort to teaching, research, service
Annual Performance Rating	Annually, by May 1 st	Department Chair	<ul style="list-style-type: none"> • Performance rating must conform to University policy and format • Faculty member must receive rating of: Outstanding or exceeding, meeting or below expectations • Rating form stays in departmental faculty personnel file • Rating subject to disclosure under Colorado Open Records Act
Professional Plan	Beginning in 2 nd year (Complete by May 1 st of each year)	Department Chair or Division Head	<ul style="list-style-type: none"> • Include clear statements of short- and long-term goals in teaching, research/scholarship & service; • Include nature & proportion of effort that will be devoted to each • Review & update annually (during annual review)
Comprehensive Mid-term Review	During 3 rd or 4 th year in rank as Assistant Professor	Department promotion committee	<ul style="list-style-type: none"> • Evaluation is detailed and comprehensive and resembles a "mock" promotion review • Committee evaluates faculty member performance in teaching, research/scholarship, service • Committee may request external evaluation letters • State clearly whether progress toward promotion is satisfactory and when dossier for promotion should be submitted to SOM • Faculty member must be informed orally & in writing of results of this review
Post-tenure Review (Tenured Faculty Only)	Every 5 years after award of tenure	Department post-tenure review committee (at least 3 tenured faculty peers)	<ul style="list-style-type: none"> • Committee evaluates performance in teaching, research, scholarship, service • Faculty member must furnish CV, copies of publications, funding record, teaching evaluations and evidence of clinical, departmental, university and public service • Committee's written report is forwarded to Chair and then to faculty member and Dean