Campus Administrative Policy

Policy Title: Non-Tenure Track Faculty Performance Review

Policy Number: 1028

Effective: January 1, 2012
Date Last Amended/Reviewed: September 26, 2018
Date Scheduled for Review: July 1, 2025
Supersedes: Instructor and Senior Instructor Annual Performance Review Policy, April 5, 2005, and Lecturer, Adjunct Faculty, Adjunct Faculty and Attendant Rank Faculty Performance Review Policy, April 5, 2005

Approved by: Chancellor Donald M. Elliman, Jr., CU Anschutz Medical Campus
Chancellor Dorothy A. Horrell, CU Denver

Prepared by: Assistant Vice Chancellor for Academic Affairs

Reviewing Office: Provost and Executive Vice Chancellor for Academic and Student Affairs

Responsible Officer: Provost and Executive Vice Chancellor for Academic and Student Affairs

Applies to: All Campuses

A. INTRODUCTION

This policy sets forth the requirements for performance review processes for all non-tenure track faculty at all campuses of the University of Colorado Denver.

B. POLICY STATEMENT

All schools, colleges and libraries are responsible for ensuring the periodic evaluation of their non-tenure track faculty. The University’s commitment to high-quality teaching, research and clinical activity drives the need to evaluate the performance of all who provide these vital functions.

C. ANSCHUTZ MEDICAL CAMPUS REVIEW PROCESS

At CU Anschutz, schools, colleges and the library shall undertake a regular evaluation of non-tenure track faculty, excluding those who are not significantly involved in the teaching
program of the school or college and excluding those who are serving in a voluntary
capacity. Evaluations may be undertaken either (1) as part of the annual faculty
compensation process, where this is appropriate, or (2) using a separate process of periodic
review. Deans are responsible for ensuring that these evaluations are undertaken at
reasonable, regular intervals of no more than three years.

D. DENVER CAMPUS REVIEW PROCESS

D.1 Instructors, Senior Instructors, Clinical Teaching Track and Research Faculty.

a. At CU Denver, college/school deans are responsible for ensuring that instructors,
   senior instructors, clinical teaching track and research faculty are evaluated
   annually, as part of the faculty compensation process. Instructors, senior instructors
   and clinical teaching track faculty must provide evidence of quality teaching or the
   practice of librarianship that is current with developments and trends in the
discipline. Where scholarly and service activities are required, the primary unit
   must establish and provide to instructors, senior instructors, clinical teaching track
   and research faculty written standards for evaluating their performance in these
   areas. There must be clear distinctions in work assignments and expectations
   between instructors/senior instructors/clinical teaching track faculty/ research
   faculty and tenure track assistant professors.

b. Instructors, senior instructors, clinical teaching track and research faculty annually
   complete a Faculty Report of Professional Activities (FRPA) and receive full
   review and consideration of their teaching and, where appropriate, scholarly and
   service activities, within the primary unit and within the college, school, or library,
as part of the annual faculty compensation process.

c. The department chair or dean’s office shall complete the Faculty Evaluation and
   Salary Adjustment form and the Annual Performance Rating form, discuss these
   with the instructor, senior instructor, clinical teaching track and research faculty
   and submit them in accordance with the annual faculty compensation process.

D.2. Lecturers and Other Non-Tenure Track Faculty

a. Lecturers and other non-tenure track faculty should be reviewed annually and must
   be reviewed, at a minimum, once every third year of employment (unless the
   primary unit determines that an earlier review is appropriate or necessary) based on
   their performance of assigned duties within the primary unit and within the college,
school, or library in accordance with a process defined by the primary unit and the
college, school, or library. In the case of lecturers, evaluation midway through their
first term of teaching is strongly encouraged. The university has a responsibility to
ensure its students are getting high quality, up-to-date instruction, and lecturers, as
professionals, should receive evaluations of and feedback on the quality and
effectiveness of their educational work.
b. When the review process for these faculty has been completed, the dean’s office or department chair shall notify the individual faculty member of the result of the review.

E. AT WILL STATUS AND PERFORMANCE EVALUATIONS

Meritorious or excellent performance review evaluations are not guarantees of continued or renewed employment. All faculty covered by this policy are at will employees and may be terminated at any time.

Notes

1. Dates of official enactment and amendments:

   Adopted by Provost in 2005.
   January 1, 2012: Updated and amended.
   May 15, 2018: Modified to new format.
   September 26, 2018: Renewed, still valid, no changes.

2. History:

   May 15, 2018: Format modified to reflect a 2018 Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university.
   26 September 2018: Renewed as part of the semi-annual review process.

3. Initial Policy Effective Date: April 5, 2005

4. Cross References/Appendix:

   University Policy Framework and Hierarchy:
   3000 – Establishing Campus Administrative Policies