A. Introduction

This policy sets forth the annual performance review process for all faculty members who are in Instructor and Senior Instructor positions.

B. Policy Statement

To ensure that Instructors and Senior Instructors are sufficiently knowledgeable about current developments and trends in their discipline, that teaching is being done in a quality manner, and that student learning outcomes are being achieved, all Schools, Colleges, and the Library shall conduct an annual performance review of all Instructors and Senior Instructors as part of the faculty compensation process.

C. Appointments

Instructor and Senior Instructor appointments may be either indeterminate appointments or limited appointments for no longer than one year. These faculty titles generally have responsibilities only for teaching. However, because of specialized accreditation requirements, individual schools and colleges may require Instructors and Senior Instructors to perform scholarly and service activities. In such cases, there must be clear distinctions in work assignments and expectations between Instructors/Senior Instructors and tenure track Assistant Professors.

D. Standards

Instructors and Senior Instructors must provide evidence of quality teaching 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 and Senior Instructors written standards for evaluating their performance in these areas. There must be clear distinctions in work assignments and expectations between Instructors/Senior Instructors and tenure track Assistant Professors.

E. Process

1. The primary unit and the college, school, or library shall establish appropriate
deadlines to ensure that Instructors and Senior Instructors are reviewed annually as part of the annual faculty compensation process.

2. Instructors and Senior Instructors 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.

3. The Department Chair or Dean’s Office shall complete the Faculty Evaluation and Salary Adjustment form (UCD-4) and the Annual Performance Rating form, discuss these with the Instructor or Senior Instructor, and submit them in accordance with the annual faculty compensation process.

F. At Will Status

The laws of the State of Colorado require that appointments in Instructor or Senior Instructor positions are subject to termination by either the individual or the University at any time during the appointment and that Instructors or Senior Instructors are deemed to be employees-at-will in those positions. No compensation, whether as a buy-out of the remainder of the appointment, as liquidated damages, or as any other form of remuneration, shall be owed or may be paid to Instructors or Senior Instructors upon or after the termination except for compensation that was earned prior to the termination prorated to the date of termination.