

Attachmento Senate Actio#1213 Approved by the Facultsenate April 5, 2021

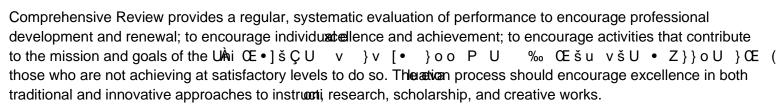
Revisions to 3-3-801(2)

Clean copy version below to replace existing policy.

3-3-801(2) Annual/Biennial/Triennial Review Procedures for annual/biennial/triennial review are 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 By 22rd P 3-801(3)(a).
- (b) Procedures. Annual/Biennial/Triennial 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.
- (c) Evaluation Period. The calendar year is used as the review period for all annual/biennial/triennial reviews notwithstanding that the faculty member may not have worked the entirety of the calendar year.
 - (I) Annual ReviewFaculty activities from January 1 through Decembe of a calendar year are the subject of an annual evaluation conducted during the period of January 131 of the following year.
 - (II) Biennial Review Faculty activities from January 1 through December 31 of a consecutive two period are the subject a biennial evaluation conducted during the period of Janually 31 of the following year.
 - (III) Triennial Review Faculty activities from January 1 through December 31 of a consecutive-tyerae period are the subject of a triennial evaluation conducteuring the period of January May 31 of the following year.
- (d) Evaluation Areas. Evaluation areas are based owthle load assigned by the chair/director/program coordinator. See Faculty Workload 2401.
- (e) Evaluation Outcomes. Faculty are evaluation each applicable performance area and their contributions in each area may vary according to assigned workloadc A taš Ç u u Œ [• ‰ Œ (} Œ u v Á] o o scored on a five (5) point scale. Se-201(4)(a)(XI). Each faculty member will rive each overall evaluation based on the scores in each of the areas. A numerical weighting system that incorporate the tage 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 Polley821(4)(a)(XII).
- (f) Employment Status and Annual/Biennialenialeniale
 - (I) Adjunct Faculty. Adjunct faculty are evaluated by the program area faculty in consultation with the department chair/school director/program coordinator. Each College will develop procedures for evaluating its adjunct faculty.
 - (II) ContractRenewable Faculty. ContractRenewable faculty must complete an annual/biennial review at least once every two years and may request anual/biennial review in any year.

Part 8 Faculty Evaluation. [See Also Title 3, Article 3, Part 3,393(5) Performance Evaluation.)



d Z • μ • š v š] À À o μ š] } v } ((μ o š Ç u u CE [• ‰ CE () CE u v iseipkinary•or, CE] o Q as appropriate, multidisciplinary or interdisciplinary expertise needed to make through irred judgments. The authority of the program area faculty and the chair/director/coordinator in this area carries with it significant responsibilitiesse include the responsibility to make fair and honest judgments based on agreed upon critetica particular feedback regarding progress towards tenure and/or promotion when appropriate.

Graduate Faculty Status Reviewaculty will be reviewed on a degree established by the graduate dean and is separate

(e) Program AreaF

- (a) Promotion Review. Promotion view, when requested by the evaluatee, shall include:
 - (I) degree of progress toward promotion.
 - (II) action recommended (to promote or not).
- (b) Pretenure Review. Tenurerack faculty members will undergo a prenure review in their third year of a tenure-track appointment (see University Regulations 3:801 et seq. implementation of faculty evaluation procedures for details, including exceptions to the third year rule). There review shall note degree of progress toward tenure/promotion and what further review expected for tenure/promotion and will include scores and reasons based on the CE PCE u CE [• % % CE] Å CE] Š CE] X
- (c) Tenure Review. Tenure review will address one or more of the following:
 - (I) degree of progress toward tenure.
 - (II) deficiencies meeting the evaluation criteria.
 - (III) the outcome of the evaluation, which determines whether tenure is recommended.
- (d) PostTenure Review. Postenure review shall address one or more of the following:
 - (I) Progress toward promotion, if appropriate.
 - (II) Defidencies requiring improvement and amediation plan, if needed.
 - (III) The outcome of the evaluation, which determines whether satisfactory or unsatisfactory.

2-3-801(3) Comprehensive Review Procedures

(a) Preliminaries.

The Program Area faculty developitenia within the framework of the Unik (C •] š Ç [• u]••] } v š Z š Œ nature of teaching, professional activity, and service as valued within the discipline for each evaluation level. Each unit should develop criteria for the following purposes:tpreure review, tenure, postenure review and promotion. The criteria developed for each may differ from each other. However, since a positive tenure decision must be accompanied by a positive decision on promotion to associate professor, the criteria for the two purposes must be the same. The teria must be approved by the program faculty, the chair/director/program coordinator, the dean of the relevant college, and the Chief Academic Officer. No criteria will be adopted unless acceptable to the programa faculty, the chair/director/program coordinator, the dean, and the Chief Academic Officer. As part of Program Review, each program area will review and submit for approval their evaluation criteria according to the process described above. Program with approved criteria in place prior to spring 2016 need not resubmit those criteria for approval until the next Program Review.

(b) Process.

At each step of the review, the evaluatee will be informed in writing which will be transmitted via canapius m and university email, of the deixin made. The evaluatee will be given the opportunity tmand universityse ir/dire8.

- (II) The tenured and tenure track faculty members in the program area, excluding the evaluatee and the chair/director/coordinator, review(s) the dossier and watever other relevant material can reasonably be gathered and assign(s) a score in each of the performance areas relevant to the workload of the evaluatee. Contrace newable faculty may participate in the discussional share relevant information, but nyaonly participate in the assignment of scores regarding contract renewable faculty members. If the unit has fewer than 3 tenure/tenures k faculty members, aside from the evaluatee and chair, then the evaluating trace ust include extra members as required to bring the number to 3. To accomplish this, a list of names of faculty members from the University of Northern Colorado who have related expertise must be submitted by the evaluatee, to consist of twice the remen of people required. The aculty, including the chair, will select from that list to bring the total number to 3. For interdisciplinary programs (e.g., ENST, LOM) which have faculty advisory boards, the advisory board must choos from among its members at least 3 faculty members to serve the program area faculty for evaluation purposes.
- (III) The scores of the program area faculty may be determined either by using mean, median, mode scores or by a vote of the participating individual faculty membersither case, the process must result in a single score for each of the performance areas. In addition, the program area faculty explains, in writing, its reasons, in terms of the approved program area criteria, for its scores. Each program area will decible mechanisms whereby the rationals determined and the scores are tabulated.

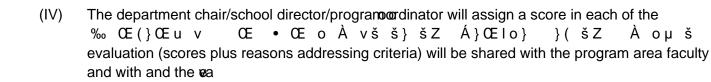
(A) Tenure Applications

/(šZ ‰CE}PCE u CE (μοšÇ[• À ομš]}v CE •μοš•]v ‰} 2-3-902(5)] its evaluation (scores and reasons) will domewarded to the department chair/school director/program coordinator and will be shared with the evaluate

/(šZ % Œ}PŒ u Œ (μοšÇ[• À ομ š]}ν } • ν}š Œ •μοš tenure, the evaluatee and the chair/director/programearcoordinator will be notified in writing and tenure will be denied unless the evaluatee appeals to the unit Appeal Committee (23- $\tilde{0}$) \hat{i} ~ $\hat{0} \cdot \hat{J} \times \hat{J}$ •]• (}Œ•µ Z **‰** ‰ o•]• šZ š Œ]šŒ] which resulted in a negative recommendation for tenure. Oncetelmere appeal process is complete, the Tenure Appeal Committee will forward its findings, in writing, and the documentation it has received, to the air/director/program area coordinator and shared with the evaluatee. If the Tenure Appeals Committee firstor s & Z % OE } POE u Œ Àομš]}vÁ•v}š }v•]•švšÁ]šZšZ ‰OE}POE u OE [•

(B) Pre-Tenure, Promotion, and Postenure Review, and other comprehensive reviews.

Th % CE $\}$ P CE u CE (μ o \S Ç [• \mathring{A} o μ \mathring{S}] $\}$ v \sim • $\}$ CE • v CE • $\}$ v forwarded to the department chair/ school director/program coordinator in writing, and will be shared with the evaluatee.



resolve any differences between department/program area faculty evaluations and that of the department chair/school director/program coordinator. [See also (III) below].

(A) If the program area and department chair/school director/program coordinator cannot reach agreement on evaluation procedures, the same procedures used in comprehensive evaluation will apply.

(c) Process.

- (I) The evaluatee shall prepare a dossier covering accomplishments for the period under review. Failure to submit a dossier for reviewhall result in an overall evaluation atting of unsatisfactory
- (II) The program area faculty will conduct their evaluation in accordance with their approved annual/biennia/triennial evaluation criteria and procedures and forward evaluation (scores and reasons), in writing, to the department chair/school director/program coordinator.
- (III) The department chair/school director/program coordinator will conduct his/her own independent evaluation, based upon the approved program area criteria, of the faculty u u Œ [• ‰ Œ () Œ u v X
- (IV) In the case of contractenewable faculty in promotable rankshet evaluatee may request that the program area faculty, the department chair/ school dicer/program coordinator, and the ν } u u v š } v š Z Å ο μ š [• ‰ Œ } P Œ • š } Á Œ ‰ Œ } u } š] v X
- (V) Both of these evaluations will be forwarded to the dean. The dean wtild sessign scores except in the case of an evaluatee who appeals his or her evaluation sectors the program area faculty or department chair/school director/program coordinator.
- (VI) If, on appeal from the evaluatee, the dean conducts an independent evantuatind if the v [• À ο μ š] v]• P Œ Á] š Z š Z š } (š Z y‰nd, Φ σ π δ ω ν ξ Ι ω ο Ε) chair/school director/coordinator, after unsuccessful attempts have been made to resolve those disagreements, then the dean and the department/program aned chair/school director will forward their individual evaluations and rationale to the Φ. Awho will make the final decision.

2-3-801(5) Confidentiality and professional Ethics.

It is intended that all information reviewed, evaluation data collected, committee deliberations, decisions, and other work products generated during the course fluations conducted in accordance with this procedure shall be maintained as confidential cept as otherwise authorized under the terms and provisions of this procedure, or when used to ad0.0000091A12 0 ed under the terms and provis-2(the)1 wvaluati

Review will provid regularand systematic evaluation of performance of faculty in the areas of teaching, research, scholarship and creative works, and service. Assessment of faculty performance in these areas will review their established responsibilities as determined by rkload assignment. Faculty will consult with their department chair/school director /program coordinators regarding their individual assignment areas. This will allow the adjustment of their activities as goals for individuals and the University change consiltation will provide for the encouragement of professional development and renewal, and individual excellence and achievement. Post tenure review will encourage faculty to engage in activities that contribute to the mission and goals of the University, the colleges, departments, schools, and program areas. Review will ensure that faculty members are fulfilling their University responsibilities, and will assist faculty who are not achieving at satisfactory levels to do so. Evaluations must be coissent with principles of academic freedom, the tenure system, due process, and other protected rights.