



**Campus Administrative Policy**

**Policy Title:**           **Non-Tenure Track Faculty Performance Review**

Policy Number:       1028           Functional Area:       Academic and Faculty Affairs

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Effective:                               January 1, 2019  
Date Last Amended/Reviewed:       December 21, 2018  
Date Scheduled for Review:         July 1, 2025  
Supersedes:                             Instructor and Senior Instructor Annual Performance Review Policy (April 5, 2005) and Lecturer, Adjunct Faculty, Adjoint Faculty and Attendant Rank Faculty Performance Review Policy (April 5, 2005)

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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:                             CU Anschutz  
  CU Denver

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**A.     INTRODUCTION**

This policy sets forth the requirements for performance review processes for all non-tenure track faculty at CU Denver and CU Anschutz.

**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/creative work and leadership 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/creative and leadership 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:  
April 5, 2008: Adopted by the Provost.  
January 1, 2012: Updated and amended.  
May 15, 2018: Modified.  
December 21, 2018: Renewed, still valid, minimal changes. Approved by Chancellor.
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 statements organized around the several operational divisions of the university.  
December 21, 2018: Reviewed and renewed as part of the semi-annual review process.
3. Initial Policy Effective Date: April 5, 2005
4. Cross References/Appendix: N/A