The Annual Review Criteria and Academic Personnel Committee sections are currently under revision. Until approved, we will continue to operate under the previously approved language contained in the “Policies and Procedures For the Evaluation and Development of Faculty” document (aka PPFED or the RTP doc) most recently approved faculty in May 2017. Below are those currently approved sections:

3.2.6. Academic Personnel Committee.

During the spring term of each academic year, the SPA Faculty Council shall elect the members of the Academic Personnel Committee for the upcoming academic year. All tenure track faculty interested in serving on the committee shall so inform the assistant to the dean, who will prepare a secret ballot for distribution to faculty. The election may be conducted electronically.

The three faculty receiving the most votes shall comprise the committee. A fourth member of the committee shall be a member of the RTP committee serving on the APC in an ex officio capacity, to help ensure continuity between the process of annual performance evaluation and periodic performance evaluation. At the discretion of the RTP member of the APC, s/he shall decide whether to be a voting member. The committee composition should reflect a mix of faculty with backgrounds in public administration and criminal justice. The APC shall function as a standing committee throughout the academic year. No member of the APC shall serve more than two consecutive terms. Subsequent to the annual election, members of the APC shall choose among them who will serve as chair of the committee.

In the event that an insufficient number of faculty agree to stand for election to the APC, a randomized process for the selection of tenured members of the faculty shall be employed, consonant with there being a mix of Public Affairs and Criminal Justice faculty on the Committee.

For the purposes of evaluating the professional performance of non-tenure track members of the faculty (NTTF), in the spring of each academic year, the NTTF shall choose among themselves one of their number to represent their interests on the APC for the upcoming academic year. The NTTF member of the APC shall have access to the electronic dossiers of other NTTF.

When the APC meets at the beginning of each calendar year to evaluate their colleagues, it shall conduct a separate session to evaluate NTTF. For this session only, the NTTF representative on the APC shall join the committee in an advisory capacity for the purpose of evaluating NTTF colleagues.

In order to offset the pressures of the compressed schedule under which the UCD administration compels the APC to evaluate colleagues at the beginning of each calendar year, the APC shall strongly encourage SPA colleagues to build and maintain a continuously updated portfolio of professional activities at an individualized secure electronic site provided by SPA, to which only the colleague and the APC shall have access. SPA faculty will also be encouraged to periodically update their Curriculum Vitae both on this secure repository and on the SPA website. By this means, when the annual performance evaluation process is initiated at the outset of each spring term, APC members will already have some advanced degree of notice as to what a colleague’s performance dossier contains.
3.2.6.1. Responsibilities and Functions of the APC.

The two principal functions of the Academic Personnel Committee are to perform annual faculty professional performance evaluations; and to ensure that SPA faculty at every rank are apprised of and have access to the multiple means of continuing faculty development that the University of Colorado affords.

To ensure rationality, consistency, continuity, and predictability in annual performance reviews over time, the APC shall derive (subject to SPA Faculty Council approval) a means for applying the criteria for evaluation of faculty performance in the areas of teaching, research, and service set forth in this document. This evaluative system may include both quantitative and qualitative elements, and may include elements of faculty self-assessment in areas such as time and effort actually spent in the realms of teaching, research, and service.

To the extent the APC may wish to employ either internal peer review or external peer review (e.g., from the CU-Denver Center for Faculty Development) of in-class teaching assessment and skills sharing, it shall consider such validated evaluative criteria as are currently available for doing so, including the option of in-class visitations, should the faculty member being evaluated invite them. Any faculty visitors shall use observation measures previously agreed upon by the SPA faculty.

Upon completion of its annual evaluation of their colleagues, the APC shall file a report to the dean on each TT and NTT assessing each faculty member’s performance. A copy of this report shall simultaneously be delivered to the faculty member.

The APC shall assess the performance of each colleague using the University of Colorado’s required rating system of Outstanding, Exceeding Expectations, Meeting Expectations, Below Expectations, or Not Meeting Expectations. It shall conduct this assessment on each category of professional activity comprising the faculty member’s employment agreement with the school. In addition to rating each faculty member on each performance category, the APC shall include in the report a brief narrative annotation explaining how it applied the standards set forth in this document to the assessment of the colleague’s work in each performance category.

3.3. Annual Performance Review.

University policy requires that annual performance review, conducted both for the purpose of assuring continuous faculty accountability and to provide a basis for decisions on salary adjustments, include peer review of faculty performance. To implement this policy, the Academic Personnel Committee will conduct annual peer review of faculty performance, in keeping with § 2.4.6. of this document and using evaluation procedures recommended by the Faculty Council. The Committee will report its performance assessment of all full-time SPA faculty members to the Dean in a form usable for the computation of salary adjustments, but will not make specific salary recommendations.

Annual peer review of faculty performance is to be coordinated between the Academic Personnel Committee (APC), which provides performance assessments to the Dean for purposes of salary adjustment; and the Reappointment, Tenure, and Promotion Committee, which is to work with the APC to ensure that all faculty members receive annual evaluations consistent with the standards for periodic review. Results of annual reviews shall comprise one element of the record assessed by the RTP Committee in the periodic evaluation of faculty members undergoing comprehensive review, review for tenure, and post-tenure review.

Commented [SC(oPA1): We need to refer to the Regent APS on multiple means of teaching reviews and perhaps insert that language here or include a link to the APS: http://www.cu.edu/ope/aps/1009]