



### **Background**

A Performance Improvement Agreement may result from either an unsatisfactory annual performance evaluation or post-tenure review.

- University of Colorado [Administrative Policy Statement \(APS\) 5008](#) requires that a faculty member who has received a rating of “below expectations” or “fails to meet expectations” as a result of their annual performance evaluation must participate in developing and implementing a Performance Improvement Agreement (PIA).
- University of Colorado [Administrative Policy Statement \(APS\) 1022](#) requires that a faculty member who receives a summary evaluation of “below expectations” or “fails to meet expectations” in any of the evaluative areas as a result of a Post-Tenure Review must agree to a Performance Improvement Agreement (PIA).

See [APS 5008](#) for more information on the implementation of Performance Improvement Agreements. These documents are to be developed by the faculty member in collaboration with the head of the primary unit and the appropriate faculty committee (as determined by primary unit policy).

### **Appealing the “Below Expectations” Rating**

If a faculty member does not agree with a rating of “below expectations” or “fails to meet expectations” (from either the annual performance evaluation or a PTR), the faculty member can appeal the rating through established grievance procedures in the school/college/library. The faculty member must submit a written appeal within two weeks of the receipt of the evaluation results and rating. No action to implement a PIA will be taken until this appeal process is completed. The appeal process should be completed within six weeks from the date it is initiated by the faculty member.

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## **Suggested Template for a Performance Improvement Agreement**

Name:

Dept. Chair:

Department:

School/College/Library:

Date:

- I. Statement of general deficiencies warranting the Performance Improvement Agreement (PIA):
- II. Specific deficiencies (list for each area, if applicable):
  - Scholarly/creative work:



- Teaching:
  
- Leadership and service:
  
- Clinical activity:
  
- Other areas of professional responsibility:

III. Goals and actions designed to address the deficiencies identified.

Where applicable, include goals for teaching, scholarly/creative work, clinical activities, and service assignments to be achieved during the agreement period. For each goal, indicate:

- Action plan or strategies for improvement;
- Timeline (expected date by which the goal will be met);
- Benchmarks or indicators of success; and
- Date(s) for periodic progress reviews.

IV. Timeframe for the PIA:

- Start date:
- Duration: (specify either one or two years; cannot exceed two years)
- Date for assessment of progress:

V. Routing: The original, signed copy of the PIA should be kept in the dean’s office. Copies of the signed PIA go to: the faculty member, the head of the primary unit or the school/college/library personnel review committee, and the Associate Vice Chancellor for Faculty Affairs.

VI. Signatures:

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Faculty Member Date

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Head of Primary Unit or College Personnel Review Committee Date

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Dean Date