VA Criteria for Post Tenure Review (To be added to our Primary Unit Criteria)

Faculty should submit a compiled pdf for each academic year of the three merit matrices submitted for that year including each years' rating forms that include the matrix listings of activities and optional written narrative for the three areas—Research/Creative Work, Leadership and Service, and Teaching; a current CV and written narrative providing context for and additional information on these activities across the previous five years (2 pages max). These matrices include the requested items stated in Policy 1050.

The Post Tenure Evaluation Committee shall consist of three tenured members from the Primary Unit, which is defined as the Department of Visual Arts. The committee shall review the submitted documents and compare annual review performance ratings to the faculty member's written narrative. The committee shall evaluate the five years in a comprehensive way in order to evaluate the faculty member's progress over the evaluative period. A concise letter shall be drafted and presented to the department chair summarizing the results of this overall five year review, with an evaluation rating in each of the areas of teaching, scholarly/creative work, and leadership and service as either "outstanding," "exceeding expectations," "meeting expectations," "below expectations," or "failing to meet expectations" and narrative comparison to the faculty member's CV and written narrative. The department chair will then forward the committee's report to the Dean of the College of Arts & Media.

Example Listing of Items to Submit for PTR:

• AY 2020/21: pdf including Performance Rating Form, Research/Creative Work Matrix with list of activities and narrative, Teaching Matrix with list of activities and narrative, and Service Matrix with list of activities and narrative.
• AY 2021/22: same compiled pdf as listed above.
• AY 2022/23: same compiled pdf as listed above.
• AY 2023/24: same compiled pdf as listed above.
• AY 2024/25: same compiled pdf as listed above.
• Current CV as of the time of Post Tenure Review
• A written narrative providing context and an overview of the faculty member's activities over the past five years

Yearly Merit Performance Ratings:

• **5-Outstanding** - Far exceeds performance expectations on a consistent and uniform basis. Work is of exceptional quality in all essential areas of responsibility. In addition, makes an exceptional or unique contribution in achievement of unit, department, and University objectives.
• **4-Exceeding** Expectations - Always achieves performance expectations and *frequently* exceeds them. Demonstrates performance of a very high level of quality in all areas of responsibility.
• **3-Meeting** Expectations - Consistently fulfills performance expectations and *periodically may* exceed them. Work is of high quality in all significant areas of responsibility.
• **2-Below** Expectations - Frequently fails to meet expectations, and improvement is needed in these areas.
• **1-Fails to Meet** Expectations - Consistently fails to meet expectations, and improvement is needed in most aspects of the position.

Averaged Performance Ratings for Post Tenure Review (5 years):

	Scholarly/Creative	Teaching	Leadership and Service
Outstanding	4.5-5 average performance rating across the 5 years under review	4.5-5	4.5-5
Exceeding expectations	3.5-4.4 average performance rating across the 5 years under review	3.5-4.4	3.5-4.4
Meeting expectations	2.5-3.4 average performance rating across the 5 years under review	2.5-3.4	2.5-3.4
Below expectations	1.5-2.4 average performance rating across the 5 years under review	1.5-2.4	1.5-2.4
Fails to meet expectations	0-1.4 average performance rating across the 5 years under review	0-1.4	0-1.4

As stated in APS 1022, if a faculty member receives a PTR summary rating of “below expectations” or “fails to meet expectations” in *any* of the evaluated areas of teaching, scholarly/creative work, and leadership and service, the faculty member must undertake a Performance Improvement Agreement (PIA). If the goals of the PIA are not met, an extensive review will be conducted, and a development plan will be written. (See University of Colorado APS 5008 for information and procedures relating to PIAs and extensive review.)

Reporting a Grievance:
If the faculty member wishes to appeal a PTR committee evaluation, the appeal must be submitted in writing to the Dean within two weeks of receiving the PTR decision.

TIMELINE FOR DEAN'S RESPONSE:

The Dean will respond to any grievance within 30 days of receiving the appeal.