



UCCS CAMPUS POLICY

Policy Title: Five-Year Comprehensive Evaluations

Policy Number: 300-019

Policy Functional Area: HUMAN RESOURCES

Effective: November 14, 2013
Approved by: Pam Shockley-Zalabak, Chancellor
Responsible Vice Chancellor: Chancellor
Office of Primary Responsibility: Chancellor
Policy Primary Contact: Chancellor, 719-255-3436
Supersedes: N/A
Last Reviewed/Updated: November 14, 2013
Applies to: Vice chancellors, deans of schools, colleges, and libraries, vice provosts and associate vice chancellors

Reason for Policy: The purpose of this policy is to outline the UCCS campus practice and process for completion of five-year comprehensive evaluations of the performance of vice chancellors, deans of schools, colleges and libraries, vice provosts and associate vice chancellors.

I. INTRODUCTION

The purpose of this policy is to outline the UCCS campus practice and process for completion of five-year comprehensive evaluations of the performance of vice chancellors, deans of schools, colleges and libraries, vice provosts and associate vice chancellors by the Chancellor or supervising authority, as applicable.

II. POLICY STATEMENT

A. Authority for the creation of campus administrative policies is found in *The Laws of the Regents*, 2007, Article 3 Section B.5(A) which states:

The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these *Laws*, or regent policy, or as may be delegated by the president.

Regent Law 3.D.2 requires five-year comprehensive evaluations of the performance of specified campus officers, to include vice chancellors and deans of schools, colleges and libraries. In accordance with Regent Policy 2-K, authority for personnel actions related to vice chancellors and deans of schools, colleges and libraries is delegated by both the Board and the President. Regent Policy 3-G.D.2 states the supervising authority will direct the five-year comprehensive evaluations.

B. Purpose and Applicability:

The purpose of comprehensive reviews is to assess the fulfillment of long-term responsibilities, including the fulfillment of objectives, priorities, and expectations of employment over a five-year period.

In addition to reviews for vice chancellors and deans of schools, colleges and libraries as required by Regent Law 3.D.2, UCCS also requires five-year comprehensive evaluations of vice provosts and associate vice chancellors to be conducted by their supervising authority and reported to the Chancellor.

Should a specified campus officer, vice provost or associate vice chancellor have more than one supervising authority, the comprehensive evaluation shall be jointly defined and conducted. Should they hold a regular faculty appointment within a school or college, the administrative and academic appointments will be treated independently, subject to applicable rules and policies.

C. Procedures:

The evaluation period will conclude in May of the employee's fifth year of the five-year comprehensive review period.¹ This comprehensive review incorporates that year's annual review for the employee. The Chancellor or supervising authority will conduct the review and report as necessary to the President or to the Chancellor, as applicable.

Components and methods of the evaluation are the following:

1. Evaluation Methods and Performance Categories. The supervising authority determines the appropriate methods and performance categories for evaluation and must notify the employee of these prior to the start of the evaluation. Performance categories may include, but are not limited to:
 - a. Knowledge
 - b. Professionalism
 - c. Interpersonal Communication

¹ The Chancellor and/or supervising authority has discretion to conduct comprehensive evaluations at any time.

- d. Use of Resources/Fiduciary
 - e. Leadership
 - f. Management/Supervision
 - g. Teamwork
 - h. Compliance
 - i. Any other category deemed relevant by the supervising authority.
2. Internal and External Assessments. Regent Policy 3-G.D.2 states that this evaluation shall include consultation with appropriate individuals from inside and outside the university and consideration of the resources and other support needed to fulfill responsibilities.
- a. Internal Customers. Assessment by internal university “customers” on the employee’s level of accomplishment in at least six specified performance categories. The method for obtaining feedback will vary by employee role. For example, an employee may recommend to the supervising authority use of established shared governance avenues to craft a questionnaire for reaching a large number of faculty, staff and/or students. Employees may recommend a customized electronic survey or a more general letter of request to internal constituents. Appropriate methods and extent of this assessment will vary according to the specified employee’s responsibilities.
 - b. External Customers. Evaluation from a small group of individuals representing constituents outside the university on the nature, frequency and effectiveness of interaction with the employee, in particular, outcomes of the employee’s efforts to develop strong external relationships for the university and/or the campus, if applicable. The employee and the supervising authority each will identify about six-to-ten constituents, as applicable, to be contacted by the supervising authority.
3. Peer Assessment. The supervising authority will solicit peer assessment of the employee’s fulfillment of responsibilities over the preceding five years. Peers are the other vice chancellors, deans, vice provosts and/or associate vice chancellors.
4. Employee Statement. The employee shall submit a written statement of accomplishments, self-evaluation and attainment of objectives during the five-year period. Such a report may be brief and summarize the preceding five years’ annual self-evaluations, which should be attached.
5. Supervising Authority’s Summary Report and Evaluation Meeting. The supervising authority shall complete a Summary Report of the comprehensive evaluation, which includes the supervising authority’s assessments, and meet with the employee for discussion.

6. Position Description. The employee and the supervising authority will review the employee's position description for continued appropriateness. The supervising authority shall make any necessary changes to the position description in accordance with university policies.

D. Responsibility:

The Office of the Chancellor ensures compliance with Regent Law/Policy and campus policy regarding five-year comprehensive evaluations of specified officers, vice provosts and associate vice chancellors, assumes responsibility for the oversight and general management of the evaluation process, and maintains a master schedule of specified evaluations. This schedule, along with a notice of positions due for an evaluation, will be distributed at the beginning of the academic year to affected persons.

E. Confidentiality:

All information created or received as part of these comprehensive evaluations shall be considered confidential. The supervising authority's Summary Report shall be placed in the employee's personnel file and will remain on file in the Office of the Chancellor. This Summary Report is a public record subject to the Colorado Open Records Act.

III. KEY WORDS

Specified Officer

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms
 1. [Timeline and Deliverables Chart](#)
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval November 14, 2013