

SECTION 7 PERFORMANCE AND EVALUATION

7.1 PERFORMANCE EVALUATIONS

The annual evaluation of faculty performance is critical to the professional development of individual faculty members. General guidelines and requirements for evaluations of various faculty are provided below:

- A. For academic faculty the evaluation focuses on performance during the evaluation period in the areas of teaching, scholarship, and service, as appropriate. The faculty performance evaluation is the primary source of information for employment decisions regarding compensation, promotion, tenure, appointment renewal and other performance-related employment actions. All annual evaluations will be submitted to the appropriate Dean for review and approval.
- B. For tenure-track assistant professors, a Preliminary Tenure Review, in accordance with paragraph 8.1.4 below, shall be conducted by the department promotion and tenure committee and the department head.
- C. For all tenure-track faculty, the department head's comments concerning the candidate's progress toward promotion and tenure shall be included on the candidate's annual evaluation form.
- D. Ranked research faculty (i.e., Research Assistant Professor, Research Associate Professor, and Research Professor) are required to complete the same faculty performance evaluation process as other academic faculty. The performance evaluation is the primary source for employment decisions regarding compensation and promotion. Remunerated research faculty positions that are not ranked (i.e., Research Associates, Research Support, and Postdoctoral Researchers) are evaluated in accordance with the process established by Mines Human Resources. All evaluations are to be reviewed by the next-level supervisor.
- E. For administrative and athletics faculty, annual evaluations shall be conducted in accordance with the process established through Mines Human Resources. All evaluations will be reviewed by the next level supervisor. Additionally, the appropriate Dean, Vice President or President may also be a reviewer.

7.1.1 General Outline of the Evaluation Process for Academic Faculty¹

The following is a general outline of the academic faculty evaluation process at Mines. Complete details concerning the process, such as applicable time schedules and due dates, may be found in the *Academic Affairs Procedures Manual*, which is available on Mines' website.

A. Goal Setting

¹ For library faculty, replace "Department Head" with "University Librarian" and omit references to Deans.