



### **Background**

Per University of Colorado [Administrative Policy Statement \(APS\) 5008](#), an extensive review takes place when a faculty member establishes a pattern of unsatisfactory performance, as evidenced by two annual performance evaluation ratings of “below expectations or “fails to meet expectations” in a five-year period or failure to meet the goals of a Performance Improvement Agreement.

An extensive review requires the primary unit to prepare an evaluative report of the faculty member. Upon completion of the evaluative report, the faculty member, working with the appropriate primary unit committee, writes a Development Plan for the next one to two years with specific goals and actions designed to address the areas of deficiency identified in the extensive review process.

See [APS 5008](#) for more information on the implementation of Development Plans.

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

If a faculty member does not agree with a rating of “below expectations” or “fails to meet expectations,” 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 development plan 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 Development Plan**

Name:

Dept. Chair:

Department:

School/College/Library:

Date:

I. Statement of general deficiencies warranting the Extensive Review and Development Plan:

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 plan 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 Development Plan:

- 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 Development Plan should be kept in the dean’s office. Copies of the signed plan 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