**REGEN LAW**

**Article 3: Officers of the University and Administration**

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**REGEN POLICY**

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PART A: Officers

Officers are responsible for carrying out the strategic plans and policies as established or approved by the Board of Regents. Officers have executive powers delegated to them in the areas of academic programs and core administrative areas. Officers are subject to all federal, state and university laws and policies for University Staff.

PART B: Officers of the University

There shall be five officers of the university: 1. the president; 2. the university counsel; 3. the secretary of the Board of Regents; 4. the treasurer; and 5. the associate vice president of internal audit.

The Board of Regents shall elect the president in accordance with the laws of the State of Colorado.

The Board of Regents shall elect the secretary of the Board of Regents in accordance with the laws of the State of Colorado.

The Board of Regents, in consultation with the president, shall elect the university counsel, the treasurer, and the associate vice president of internal audit in accordance with the laws of the State of Colorado.

The Board of Regents may appoint a single person to serve in the offices of university counsel and secretary of the Board of Regents in its discretion.

All officers of the university serve at the pleasure of the Board of Regents.

PART C: Officers of the Administration

Officers of the administration shall be those individuals who hold the title or interim/acting title of chancellor; vice president; associate vice president; vice chancellor; associate vice chancellor; associate counsel; and deans of the schools, colleges, and libraries.

Upon notification to the Board of Regents, the president and chancellors may designate positions of assistant vice president or assistant vice chancellor as officers of the administration.
REGENT POLICY: 3: Officers of the University and Administration

Policy 3A: Definitions of Officers of the University

3.A.1 President

(A) As provided by laws of the State of Colorado, the president shall be the principal executive officer of the university, a member of the faculty, and shall carry out the policies and programs established by the Board of Regents. [Section 23-20-106 C.R.S]

(B) As the principal executive officer, the president shall be responsible for the academic, administrative, and fiscal matters of the university and for compliance of all university matters with applicable regent Laws and policies and state and federal constitutions, laws, and regulations. The president shall be the arbiter in case of intra-university conflicts. The president may delegate the responsibility of university academic, administrative and fiscal operations, so long as the delegation is consistent with other university laws and policies and with federal and state law.

(C) The president shall report directly to the Board of Regents, serve at its pleasure, and hold office until removed by the Board of Regents.

(D) The president shall be the chief academic officer of the university and a member of its faculty thereof. As chief academic officer, the president shall be responsible for providing academic leadership for the university in meeting the needs of the state and shall maintain and advance the academic policies of the university.

(E) The president shall be the chief spokesperson for the university and interpreter of university policy and shall represent and interpret the roles, goals, and needs of the university throughout the state and elsewhere.

(F) The president shall be an ex officio member of the Faculty Council, and president of the Faculty Senate.

(G) The president is authorized:

(1) to approve appointments and any subsequent related changes, including salaries, in accordance with the delegation of personnel authority approved by the Board of Regents; and

(2) to accept, on behalf of the Board of Regents, resignations of all university employees, except the university counsel, and secretary of the Board of Regents, treasurer, and associate vice president of internal audit.

(H) The president is authorized to make and execute contracts on behalf of the university without the prior approval of the Board of Regents, except as may be limited by law, or when the Board of Regents has expressly provided otherwise for a specific contract or category of contracts.

(I) The president shall advise the Board of Regents of matters that the Board of Regents should consider in meeting its policy-making responsibilities.

3.A.2 University Counsel

(A) The university counsel shall be the general counsel of the university, and when so designated, shall act as the representative of the attorney general of the state. The university counsel shall be the legal advisor to the president and Board of Regents, and shall institute and prosecute or defend all suits on behalf of the university.
(B) The university counsel shall report jointly to the Board of Regents and to the president. In the event of a conflict, the university counsel reports directly to the Board of Regents.

3.A.3 Secretary

(A) The secretary of the Board of Regents shall be the corporate secretary of the Board of Regents, and shall perform the duties set forth in Section 23-20-108 C.R.S, and such other duties as may be assigned by the Board of Regents.

(B) The secretary of the Board of Regents report to the Board of Regents and works collaboratively with the president and other members of the university administration.

3.A.4 Treasurer

(A) The treasurer shall perform the duties set forth in Section 23-20-109 C.R.S. The treasurer shall give bond as required by the laws of the State of Colorado or such further amounts as the Board of Regents may specify, conditioned for the faithful discharge of duties.

(B) The treasurer is the chief investment officer, who shall be responsible to the Board of Regents and the president for all treasury functions, including investing university funds, cash management, debt management, and maintaining real property records in accordance with these Laws and policies. The treasurer shall perform such other duties as may be assigned by the Board of Regents, the president or the Chief Financial Officer of the university.

(C) The treasurer shall advise the Board of Regents, the president, and the Chief Financial Officer (or the president's designee) on treasury matters and issues.

(D) The treasurer shall report jointly to the Board of Regents and to the president or the Chief Financial Officer. In the event of a conflict, the treasurer reports directly to the Board of Regents.

3.A.5 Associate Vice President of Internal Audit

(A) The associate vice president shall perform the duties set forth in the Department of Internal Audit Charter as adopted and amended by the Board of Regents.

(B) The associate vice president shall report to the Board of Regents and administratively to the university counsel. In the event of a conflict, the associate vice president of internal audit reports directly to the Board of Regents.

(C) The associate vice president of internal audit will conduct its activities in accordance with:
   - Board of Regents laws and policies;
   - university policies and standards; and,
   - if consistent with the foregoing, with the Institute of Internal Auditors’ International Standards for the Professional Practice of Internal Auditing.

(D) The associate vice president of internal audit shall inform Regent’s Audit Committee of the Department of Internal Audit’s policies, procedures and practices for conducting audits, investigations and consulting activity, as well as emerging trends and successful practices in internal auditing.

Policy 3B: Definitions of Officers of the Administration

3.B.1 Chancellors

The chancellor of each campus shall be the campus’s chief executive officer and shall be the chief academic, fiscal and administrative officer responsible to the president for the conduct of the 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.

3.B.2 Other Officers of the Administration

All other officers of the administration shall have their duties defined in the applicable position description.

Policy 3C: Searches for Officers of the University

3.C.1 Search Committees

(A) The officers of the university are the president, university counsel, secretary of the Board of Regents, treasurer, and associate vice president of internal audit.

(B) Vacancies for these positions shall be filled in accordance with this regent policy. Searches for the president shall also be conducted in accordance with Section 24-6-402(3.5) C.R.S.

(C) The Board of Regents may authorize deviations from the processes defined in this policy. If the board deviates from the defined process, a written justification will be released to the public.

(D) Qualified internal candidates shall be given an equal opportunity to compete with qualified external candidates.

(E) All searches must be conducted in a timely and professional manner that respects the rights of candidates to confidentiality to the extent permitted by law.

3.C.2 Definitions

(A) Appointing authority
The appointing authority is the individual or body who shall approve the appointment. For those employees reporting to the Board of Regents the "appointing authority" means the Board of Regents.

(B) Supervising authority
The supervising authority is the individual or body to whom the employee directly reports. For those employees reporting to the Board of Regents, the "supervising authority" means the Board of Regents. In a presidential search the Board of Regents is both the appointing and supervising authority.

(C) Candidate
A person who applies for the position as an officer of the university or who consents to be considered for such position upon nomination by another and who is deemed qualified for the position, as determined by the search committee.

(D) Finalist
A candidate who has agreed to be advanced for final consideration and potential appointment as an officer of the university.

A candidate for the office of president who is named as a finalist shall be named in accordance with the requirements of Section 24-6-402(3.5) C.R.S. and records pertaining to that person shall be available for public inspection as allowed by Section 24-72-204 (XI)(A-B) C.R.S.

3.C.3 Search Procedures for Officers of the University

(A) Charge of Search Committee
The supervising authority shall issue a charge to the committee and establish the search budget. The basic charge of a search committee is to generate a strong pool of candidates and advise the supervising authority of those candidates best qualified to meet the university's needs. These duties shall be accomplished in a professional and timely manner. The search committee should be constituted and the search process commenced as quickly as is reasonably possible after it becomes known that a vacancy will occur. A search administrator and a diversity officer shall assist the search committee.

The charge will outline in appropriate detail the requirements that the committee shall respect, namely:

1. the scope of the search (internal, state/regional, or national) and methods of soliciting nominations;

2. any requirements of affirmative action;

3. target dates for completing each stage of the search process and the schedule of reporting to the Board of Regents;

4. the number of candidates to be recommended to the Board of Regents;

5. the arrangements to be followed for campus visits if required;

6. the provisions by which the committee will handle communications regarding the search and the evaluation of candidates; and

7. information regarding the procedure to follow for committees making use of the services of a professional consultant or search firm.

(B) Committee Process
Before commencing its search, the committee shall consult with the supervising authority to discuss and clarify the charge, desired academic, management, financial, legal, or other credentials for candidates, and any other appropriate criteria for screening and selecting candidates. The supervising authority in consultation with the search committee will determine the most important qualities needed. In presidential searches, the committee must operate in accordance with the provisions of Section 24-6-402 C.R.S., Open Meetings law.

The Board of Regents will set the anticipated salary range at the outset of a search and inform candidates at the appropriate time. The committee shall not assume limitations on salary or other conditions that would qualify the considerations of candidates unless specified by the Board of Regents. In extraordinary circumstances, the Board of Regents, in consultation with the appointing authority, may elect to offer a salary outside the specified range.

The search committee shall develop a search plan consistent with the charge to the committee.

(C) Search Committee Chair
The supervising authority shall appoint the search committee chair and may appoint co-chairs. In the case of a presidential search, the committee chair shall be at least one regent. The primary responsibilities of the chair shall be to ensure that the best qualified candidates are considered and to:

1. guide the committee in developing and implementing the search plan;

2. oversee the professional and timely operation of the committee;

3. guarantee an opportunity for all qualified candidates to receive committee consideration;

4. work with a diversity officer to ensure that effective recruitment mechanisms are utilized and that the committee is provided information relevant to the recruitment of underrepresented groups;
5. ensure that complete records of meetings and action are maintained;

6. maintain the confidentiality of the committee proceedings, communications with candidates, and the identity of candidates, to the extent permitted by law;

7. be the sole spokesperson regarding committee activities and the status of the search process;

8. communicate with candidates and inform them of the status of the search process;

9. ensure that financial expenditures generated by the committee are approved prior to their obligation;

10. report to the Board of Regents the deliberations of the committee, divisions of opinion, and information it has compiled about recommended candidates. The chair should report immediately if any difficulties arise which threaten the committee's successful operation;

11. when deemed necessary, authorize the committee members to visit a candidate's place of employment if finances and candidate circumstances allow;

12. make arrangements for a meeting between the Board of Regents and the search committee at the conclusion of the search process; and

13. compile the search committee final report summarizing the process and lessons learned for the benefit of future search committees for submission to the Board of Regents.

(D) Search Administrator
The system or campus administration must provide the committee adequate resources, assistance, and release time to carry out its responsibilities.

The Board of Regents shall designate a search administrator with responsibility for providing staff support to the search committee. The designated search administrator shall:

1. manage all logistics requirements;

2. maintain procedures for preserving search committee records; and

3. provide candidates with information relevant to the search and the university.

(E) Professional Consultant Support
At the discretion of the supervising authority, a committee may use a professional consultant or search firm. A professional consultant or search firm shall not be used as a substitute for a required search committee.

The Procurement Service Center will maintain an approved list of pre–qualified professional consultants or firms.

(F) Candidate Selection
The search committee emphasis shall be on attracting and selecting qualified candidates. The search committee will recommend to the supervising authority the candidates it determines are best qualified to fill the position.

The supervising authority will determine which of the recommended candidates will be interviewed and in what order. The supervising authority shall also have the authority to interview a highly qualified candidate who has not been recommended by the search committee.

Requirements for president searches are set forth in Section 24-6-402 (3.5) C.R.S. and Section 24-72-204(3)(a)(XI)(A) C.R.S.
(G) Final Selection
The supervising authority will evaluate the candidates by means of personal interviews and by such other information as may be obtained. Before making a final selection, the supervising authority will meet with the search committee. Following the supervising authority's evaluation of the candidates, he/she will present the selection to the appointing authority. The supervising authority may also ask the search committee for additional candidates. The supervising authority shall be solely responsible for discussion with the candidates concerning conditions and perquisites of employment.

(H) Composition of the Search Committee
A search committee member takes on great responsibility not as a representative of a particular constituency but as a representative of all members of the university community.

Each member is expected to participate fully in committee activities and vote.

In the selection of search committee members, the supervising authority shall normally select the committee member from nominations received but may appoint a committee member whether nominated or not. The supervising authority shall appoint the search committee chair.

(1) President
The Board of Regents shall appoint the presidential search committee by regent resolution. In appointing the presidential search committee, the Board of Regents will strive to appoint a diverse committee that includes a variety of backgrounds, expertise and perspectives to represent the interest of the university and the state. The Board of Regents shall solicit nominations for the presidential search committee, and shall include the following as appointments, but nothing herein shall limit the ability of the Board of Regents to appoint additional members of the search committee as it deems necessary:

- Two Regents - The Board of Regents shall elect from among its members a chair, who shall conduct the meetings of the committee, and a vice chair, who shall assume the duties of the chair in the chair's absence. Unless seven or more regents are members of the same political party, the chair and vice chair shall not be members of the same political party. Additionally, the presidential search committee chair cannot serve as board chair simultaneously.

- One Dean of a school, college, or library – The board will request the chancellors to nominate one or more deans from each campus.

- Four Faculty Members – The board will request that the faculty governance group on each campus nominate at least three faculty members who are members of the Faculty Senate with distinguished records of achievement. The board will also solicit faculty self-nominations. Among these nominees, the board shall select one faculty member from each campus.

- One Student – The board will request that each student governance organizations nominate two or more students, and shall select one student member from among those nominees.

- One Staff Member – The board will request that the campus and system administration staff governance organizations each nominate two or more staff and that both classified and university staff be nominated, and shall select one staff member from among those nominees.

- Two Alumni/ae – The board will request that each campus alumni organizations nominate two or more alumni, and shall select two alumni/ae members from among those nominees.

- Four Community Members – The board will solicit nominations from the community, and shall select four community members from among those nominees.
Notwithstanding the above, the board reserves the right to appoint only regents to the search committee. If the board appoints only regents as the search committee, a written justification will be provided to the public.

In accordance with subsection 3.C.3 of this policy, the Board of Regents shall provide a charge to the presidential search committee. That charge will include involving the Board of Regents at designated points in the search process. At a minimum:
- The committee shall meet with the Board of Regents to review the candidate pool when the committee has identified the candidates who are being seriously considered for initial interviews;
- The committee shall refer a minimum of five unranked candidates to the Board of Regents for the Board of Regents to consider interviewing.

Following those interviews, the determination of the finalist(s) shall be made by the Board of Regents. Before the Board of Regents identifies any candidate as a finalist, the chair and vice chair of the presidential search committee shall notify the candidate of the Board of Regents’ intention and obtain the candidate’s permission to advance him or her as a finalist. When narrowing the pool of candidates, the presidential search committee shall utilize a positive voting process similar to that described in Appendix A to this policy.

(2) University Counsel, Secretary of the Board of Regents, University Treasurer and Associate Vice President of Internal Audit

The Board of Regents, through consultation with the board chair and president, shall appoint the search committee. The base search committee shall consist of
a. two regents, one of whom will serve as the search committee chair and the other as vice chair (unless seven or more regents are members of the same political party, the two regents shall not be members of the same political party),
b. the president or the president’s designee,

The chair, in consultation with the president,
a. may designate an officer of the administration to serve as an administrative co-chair of the committee to coordinate the search committee’s activities.
b. shall solicit nominations from the faculty, staff and student governance groups to serve on the search committee and each governance group shall promptly either nominate one or more members or inform the chair that it declines to provide a nomination.
c. may also appoint such other members, including members of the legal community, to create a diverse committee that includes a variety of backgrounds, expertise and perspectives relevant to the position.

In addition to the base search committee, the search committee shall include:
a. University Counsel – the Attorney General of the State of Colorado or the Attorney General’s designee
b. Secretary of the Board of Regents – the President’s Chief of Staff and the Assistant Secretary of the Board of Regents
c. University Treasurer – Chief Financial Officer or the Chief Financial Officer’s designee
d. Associate Vice President of Internal Audit – University Counsel or the University Counsel's designee and Chief Financial Officer or the Chief Financial Officer's designee

3.C.4 Temporary Appointment to President of the University of Colorado

Temporary Appointment to President of the University of Colorado. In the event of a president’s inability to act, whether as the result of a prolonged absence or incapacity, the chair of the Board of Regents may, after consultation with the chancellors, appoint a temporary president of the University of Colorado. The chair may appoint either an incumbent chancellor or an incumbent vice president. The temporary president shall have all of the powers of and be subject to all of the restrictions imposed on the president.

Within five business days of the appointment of a temporary president, the Board of Regents shall convene, either by regular or special meeting, and appoint an interim president to serve as the president of the University of Colorado. The interim president shall have all of the powers of and be subject to all of the restrictions imposed on the president. The interim president shall serve at the discretion of the Board of Regents until the Board of Regents appoints a permanent president.

Policy 3D: Searches for Officers of the Administration

3.D.1 Search Committees for Officers of the Administration

(A) Search committee are recommended when vacancies occur in positions that are Officers of the Administration

(B) Qualified internal candidates shall be given an equal opportunity to compete with qualified external candidates.

(C) All searched must be conducted in a timely and professional manner that respects the rights of candidates to confidentiality, to the extent permitted by law.

(D) All searches are managed by the respective campus or system administration.

3.D.2 Definitions

(A) Appointing authority
The appointing authority is the individual or body who shall approve the appointment.

(B) Supervising authority
The supervising authority is the individual or body to whom the employee directly reports.

(C) Candidate
A person who applies or who consents to be considered for such position upon nomination by another and who is deemed qualified for the position, as determined by the search committee.

(D) Finalist
A candidate who has agreed to be advanced for final consideration and potential appointment.

3.D.3 Search Procedures for Officers of the Administration

(A) Search Charge and Process
The charge and process of the search committee for Officers of the Administration are defined by the respective campus or system administration leadership.

(B) Composition of the Search Committee
(1) Chancellors
The president shall appoint the search committee. The chancellor search committee shall consist of at least four faculty members (including one dean nominated by the provost); one student; one staff; and one alumnus/a, or Colorado resident. The president shall request that the faculty, staff, and student governance groups; and alumni organizations nominate from within their memberships. The president may also appoint additional members if deemed appropriate. The president shall appoint an officer of the administration to serve as the search committee chair.

In the case of searches for chancellors, the president will consult with the regents in the final selection process and the regents may be involved in interviewing candidates recommended by the president if they so desire. Before the president identifies any candidate as a finalist for the position of chancellor, the president shall notify the candidate of his or her intention and obtain the candidate’s permission to advance him or her as a finalist.

A candidate for the office of chancellor who is named as a finalist shall be named in accordance with the requirements of Section 24-6-402(3.5) C.R.S. and records pertaining to that person shall be available for public inspection as allowed by Section 24-72-204 (XI) (A-B) C.R.S.

(2) Vice Chancellor for Academic Affairs (Provost)
The vice chancellor for academic affairs search committee shall consist of four faculty members, one student, one staff, and one alumnus/a. The chancellor may increase the committee size if deemed appropriate. The chancellor will request nominations of eight or more faculty members, and two or more persons from each campus staff, student, and alumni governance organization.

(3) All other Officers of the Administration
For all other Officers of the Administration, unless there is an approved exception, the appointing authority will select committee members representing constituencies affected and, if appropriate, outside persons having expertise in the field.

Policy 3E: Appointments of Officers of the University and Officers of the Administration

3.E.1 Conditions of appointments

(A) The terms and conditions of every appointment shall be stated in writing and shall be in the possession of both the university and the appointee, whenever possible, before the appointment is begun.

(B) Except as otherwise expressly provided in an individual employment contract, as authorized by state law, officers are employees-at-will in their positions. Service as an officer is at the pleasure of the appointing authority. The appointment is terminable by either the employee or the appointment authority at any time.

(C) Officer are subject to all laws, policies and regulations for university staff.

Policy 3.F Evaluations for officers of the university and officers of the administration

3.F.1 Annual evaluations.

(A) Officers of the university shall be evaluated on an annual basis by the Board of Regents.

(B) Officers of the administration shall be evaluated on an annual basis by their current supervisor.

(C) Evaluations shall be based upon the position description and performance planning between supervisor and individual. Evaluations should provide constructive feedback on the officer's service.

3.F.2 Comprehensive evaluations
(A) The president, university counsel and secretary, treasurer, associate vice president of internal audit, and chancellors shall be subject to a comprehensive evaluation at least once every five years of service. However, at the discretion of the supervising or appointing authority these officers may be evaluated comprehensively at any time.

(B) All other officers of the administration may be subject to a comprehensive evaluation per campus or system procedure.

(C) The supervising authority directs comprehensive evaluations. In the event that an officer has more than one supervising authority, the comprehensive evaluation process shall be jointly defined and conducted. An assessment of the officer's fulfillment of long-term responsibilities over the comprehensive evaluation period shall include consultation with appropriate individuals from inside and outside of the university and consideration of the resources and other support needed to fulfill responsibilities. The officer under review shall provide a statement of accomplishments, self-evaluation, and long-term objectives. Upon completion of the comprehensive evaluation, the supervising authority shall make any necessary changes to the officer's position description, in accordance with university policies.

Information received or created, except the summary report, as a part of an evaluation shall be placed in the officer's personnel file and shall be considered confidential. However, such information shall be available to the individual being evaluated except for letters of reference or if the individual has waived the right of access. The summary report of the evaluation shall be prepared, shall be available to the public and shall be placed into the officer’s personnel file.

3.F.3 Presidential Annual Evaluation

(A) **Policy**
   The Board of Regents shall evaluate the President of the University of Colorado on an annual basis.

(B) **Purpose**
   The purpose of this policy is to establish and communicate the Board of Regents’ expectations of the President of the University of Colorado and to establish procedures to annually evaluate performance. This performance procedure is not intended to and does not displace the comprehensive evaluation required by Regent Policy 3.G.

(C) **Procedures**
   a. The annual evaluation period will be July 1 through June 30.

   b. Goals of Performance Evaluation: The performance evaluation is intended to promote the following goals:
      i. To assess the president’s performance in key areas.
      ii. To increase the communication between the board and the president and to clarify the board’s expectations of the president.
      iii. To ensure that the board and the president have a common understanding of and commitment to addressing the priorities of the University of Colorado.
      iv. To allow the board and the president to have a meaningful dialogue in setting the criteria against which the board will measure the president's performance.
      v. The board and the president will develop a performance plan on an annual basis.

   c. Recurring Criteria: The performance plan shall include a number of criteria that the board shall evaluate on an annual basis. This recurring criteria are meant to reflect core competencies of the office of the president, including:
i. Communication and relationship with the board;

ii. Fiscal management of the university;

iii. Supervision of key personnel, such as chancellors and vice-presidents;

iv. Governmental and community relations;

v. Promotion of academic excellence and student success at the university;

vi. Promotion of ethical conduct at the university;

vii. Promotion of the reputation of the university;

viii. Promotion of advantageous relationship with university-affiliated entities;

ix. Fundraising.

d. Non-recurring criteria: The performance plan shall also include a number of evaluation criteria, mutually agreed upon by the board and the president, that are designed to address the current needs and goals of the university. For example, the board and the president could identify “increasing enrollment for university campuses by 1%” or “development of a portal for online resources” as non-recurring evaluation criteria.

e. The board shall determine whether the president’s performance has been:

1 - Exceeding Expectations: Consistently superior achievement reflecting a positive contribution to the University of Colorado that significantly advances the mission of the organization.

2 - Meeting Expectations: Consistent achievement demonstrating a high level of competency in the area being evaluated. Performance at this level demonstrates that the President of the University of Colorado reliably performs the duties described in the performance plan and advances the mission of the organization.

3 - Below Expectations: Performance in the area being evaluated does not consistently meet the expectations described in the performance plan.

f. Open Records Requirement. The board overall evaluation of the president shall be available for public inspection as a “performance rating” under the Colorado Open Records Act, Section 24-72-202(4.5) C.R.S., but all other information generated or prepared during the evaluative process shall be maintained as “personnel file” records not subject to inspection or disclosure.

g. Annual Performance Calendar: For purposes of performance evaluation, the board shall use the following schedule as recommended target dates:

1. July 1 – First day of evaluation period.

2. December 30 – Chair of board and president to meet to discuss year-to-date performance.

3. First board Meeting of Calendar Year/Mid-year Review – The board and the president will discuss year-to-date performance in executive session at the regularly scheduled board meeting.

4. May 1 – Chair of board and president meet to discuss performance evaluation and to discuss potential performance goal for next year’s evaluation.
5. May 15 – President of university submits self-evaluation to board.

6. June 1 or most closely scheduled board meeting – The board shall meet in executive session to discuss performance evaluation and performance goals for next year’s evaluation. Secretary of the board prepares draft of performance evaluation and draft of performance goals.

7. June 15 – president meets with chair of the board to review performance evaluation and draft of performance goals for next year’s evaluation.

8. June 30 – President meets with board in executive session at a regularly scheduled board meeting to finalize performance evaluation and performance goals for next year’s evaluation.


3.F.4 Annual Evaluation for all other Officers of the University

All other officers of the University with reporting roles to the Board of Regents will be evaluated and receive a performance rating on an annual basis. Individual performance evaluations and ratings provide the basis for annual merit and other pay adjustments. The process for such evaluations shall be as follows:

(A) The performance evaluation of the individual shall begin with the individual’s self-assessment of performance. This self-assessment will be based on defined goals and objectives previously established and agreed by the relevant board member and the individual. This relevant board member for each position is as follows.

- The chair of the Board of Regents for the university counsel
- The chair of the Board of Regents for secretary of the Board of Regents
- The chair of the Regent Audit Committee for the associate vice president of internal audit
- The chair of the Regent Budget and Finance Committee for the university treasurer

(B) The completed self-assessment will be provided to both the relevant board member and to the appropriate officer as follows:

- The president, in consultation with the chancellors, shall review the self-assessment and provide comments to the university counsel and secretary of the Board of Regents.
- The vice president, university counsel and secretary of the Board of Regents, in consultation with the president and the chancellors, shall review and provide comments to the associate vice president of internal audit.
- The vice president and chief financial officer, in consultation with the vice chancellors and campus chief financial officers, shall review and provide comments to the university treasurer.

(C) The University of Colorado officer reviewing the self-assessment shall meet with the individual to discuss the assessment and the related feedback.

(D) The appropriate University of Colorado officer shall prepare a confidential memorandum that discusses the self-assessment, the meeting and the feedback received on the individual’s performance during the evaluation period, and will make a preliminary recommendation of the performance rating to be assigned to the individual, discuss potential goals for the upcoming evaluation period, and, if appropriate, recommend any merit or other pay adjustments.
(E) The president shall transmit the memorandum related to the university counsel and secretary of the Board of Regents to the chair of the Board of Regents.

(F) The vice president, university counsel and secretary of the Board of Regents shall transmit the memorandum related to the associate vice president of internal audit to the chair of the Regent Audit Committee.

(G) The vice president and chief financial officer shall transmit the memorandum related to the university treasurer to the chair of the Regent Budget and Finance Committee.

(H) The regent who receives the memorandum shall meet with the individual to discuss the assessment. The assigned regent shall consult with the relevant committee members and, if appropriate, the entire board, before assigning a performance rating to the individual, defining goals for the upcoming evaluation period, or recommending any merit or other pay adjustments.

(I) The assigned regent shall transmit the performance rating and any recommended merit or other pay adjustments to the Board of Regents for approval.

(J) Upon approval by the Board of Regents, the chair of the Board of Regents shall document the performance rating on the University Staff Annual Performance Rating Form.

(K) The individual has the right to append a response to the rating if he or she so desires.

(L) The chair of the Board of Regents and the individual will sign the performance rating form to acknowledge that the rating has been discussed.

(M) The Board of Regents will retain the original signed rating form and provide the rated employee a copy of the signed form.

(N) The performance rating form will be placed in the employee's personnel file. The performance rating is subject to disclosure under the Colorado Open Records Act. Any written justification for the performance rating may also be placed in the personnel file but will not be disclosed to anyone other than the employee and university personnel with a demonstrated business need. Human resources offices are responsible for approving such access.

(O) The performance rating is only one item of information that may be used, consistent with the Laws of the Regents and university policy, in the annual salary setting process or in comprehensive administrative evaluations.

3.G Officer Emeritus/ Emerita

3.G.1 Officers of the University
Any officer reporting directly the Board of Regents may be allowed, upon retirement and approval by the Board of Regents, to retain his/her title with the description "emeritus/emerita."

3.G.2 Officers of the Administration
Any officer except those reporting directly to the Board of Regents, may be allowed, upon retirement and approval by the president, to retain his/her title with the description "emeritus/emerita."