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University of Colorado
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BOARD OF REGENTS

3. OFFICERS OF THE UNIVERSITY AND ADMINISTRATION

Policy 3.F: Evaluations for Officers of the University and Officers of the Administration

3.F.1 Annual Evaluations

(A) Officers of the university, including the president, shall be evaluated on an annual basis ~~by the Board of Regents~~ using the performance measures and definitions applicable to other system administration university staff.

(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 the supervisor and individual. Evaluations should provide constructive feedback on the officer's performance.

3.F.2 Comprehensive Evaluations

(A) The officers of the university and the chancellors shall be subject to a comprehensive evaluation at least once every five years. 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, for the purpose of leadership development. If 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.

Information received or created as a part of an evaluation shall be considered confidential, except the summary report.

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3.F.3 Presidential Annual Evaluation

(A) Purpose

The purpose of this policy is to establish and communicate the Board of Regents' expectations of the president and to establish procedures to annually evaluate performance. This performance procedure is not intended to and does not displace the comprehensive evaluation required by this policy.

(B) Procedures

(1) The annual evaluation period will be July 1 through June 30.

(2) Goals of Performance Evaluation: The performance evaluation is intended to promote the following goals. Performance discussions shall occur throughout the year:

(a) To assess the president's performance in key areas.

(b) To increase the communication between the board and the president and to clarify the board's expectations of the president.

(c) To ensure that the board and the president have a common understanding of and commitment to addressing the priorities of the University of Colorado.

(d) 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.

(e) The board and the president will develop a performance plan on an annual basis.

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

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

All other officers of the university will be evaluated and receive a performance rating on at least an annual basis. Individual performance evaluations and ratings provide a basis for annual merit and other pay adjustments (although additional factors may be considered). The process for such evaluations shall be as follows:

(A) The performance evaluation of the individual shall begin with the officer's self-assessment of performance. This self-assessment will be based on defined goals and objectives previously established and agreed to by the relevant board

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member and the individual. The relevant board member for each position is as follows:

(1) The chair of the Board of Regents for the president, university counsel, and secretary of the Board of Regents.

(2) The chair of the Regent Audit Committee for the associate vice president of internal audit.

(3) The chair of the Regent Finance Committee for the university treasurer.

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

(1) The president, in consultation with the chancellors, shall review the self-assessment and provide comments to the university counsel.

(2) The ~~chief of staff~~president shall review the self-assessment and provide comments to the secretary of the Board of Regents.

(3) The university counsel, in consultation with the president, shall review and provide comments to the associate vice president of internal audit.

(4) The chief financial officer, in consultation with the 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 self-assessment and the related feedback.

(D) The appropriate University of Colorado officer shall prepare a confidential memorandum that discusses the self-assessment, the meeting, the feedback received on the individual's performance during the evaluation period, transmit the memorandum to the appropriate regent; and 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 regent who receives the memorandum shall meet with the individual to discuss the assessment. The assigned regent may 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~~ approving any merit or other pay adjustments.

(F) The assigned regent shall notify the chair of the board and the chief human resources officer of the individual's performance rating and any pay adjustment ~~transmit the performance rating and any recommended merit or other pay adjustments to the Board of Regents for approval~~.

~~(G) Upon approval by the Board of Regents, the chair of the Board of Regents shall document the performance rating~~.

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~~(H)~~(G) The individual has the right to append a response to the rating if they so desire.

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

~~(J)~~(I) The performance rating form will be placed in the individual'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 individual and university personnel with a demonstrated business need. Human resources offices are responsible for approving such access.

The performance rating is only one of the items 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.

History:

- Adopted:
- Sections contained in this policy were previously contained in Article 3.D.1 and 3.D.2 of the Laws of the Regents; and Regent Policy 3.G.D.1, 3.G.D.2, 3.G.F and 3.K.
- Revised: April 17, 2015 (the term “officer and exempt professional” was replaced with the term “university staff”); September 7, 2017; February 10, 2022 (revised for changes related to the Colorado Equal Pay for Equal Work Act and made retroactive to January 1, 2021); June 20, 2024; November 6, 2025.
- Last Reviewed: November 6, 2025.
- Non-substantive Changes: January 2024.

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