



University of Colorado

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BOARD OF REGENTS

6. UNIVERSITY AND CLASSIFIED STAFF

Policy 6.D: Evaluations for Staff

6.D.1 Evaluations

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

6.D.2 Classified Staff

- (A) Classified Staff shall be evaluated annually by current supervisor and second level reviewer.
- (B) The performance management system for classified staff shall be in accordance with the requirements established in Colorado law and the Department of Personnel and Administration (DPA) board rules. The University of Colorado Performance Management Program details the implementation of the DPA rules.
- (C) A supervisor accountability provision adopted by the Board of Regents on January 18, 2001, and amended February 24, 2005, specifies sanctions will be applied to supervisors, whether classified staff, faculty, exempt personnel, or officers, who fail to evaluate classified staff annually according to the deadlines outlined in the Performance Management Program.

6.D.3 University Staff

- (A) University staff shall be evaluated on an annual basis.
- (B) Other evaluations. The supervising authority or appointing authority may conduct evaluations in any form and at any time deemed appropriate for any university staff. Information received or created, except the summary report, as a part of an evaluation shall be placed in the university staff's personnel file and shall be considered confidential. However such information shall be available to the individual being evaluated except as such information is a letter of reference or 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 university staffs personnel file.

42 (C) In those cases where a university staff also holds a regular faculty appointment
43 within a school or college, the administrative and academic appointments will
44 be treated independently.
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History:

- Adopted: September 7, 2017.
 - Includes policy previously contained in Regent Policy 3.G.D regarding evaluations of university staff and Regent Policy 11.G regarding performance management program for classified staff.
- Revised: n/a
- Last Reviewed: September 7, 2017.

KEEP AS IS