

**DRAFT**

**POLICIES AND PROCEDURES FOR FACULTY DEVELOPMENT**  
**(April 23, 2017)**



#### 4. PEER-TO-PEER (P2P) CONVERSATIONS

-to-

(P2P) conversation is a particular type of deliberate conversation and is not intended to be the same as

5.2 The annual review report shall also include an overall assessment of performance based on the faculty distribution of job responsibility percentages for the prior academic year with a justification for the assessment.

5.3 Suggested assessment categories are:

exceeds expectations

meets expectations

does not meet expectations

An academic unit may establish different (or additional) assessment categories. If the academic unit does not establish different (or additional) categories, the academic unit shall use the suggested assessment categories. The categories used by the academic unit must be approved by the Dean.

5.4 Based on assessments of job performance, a faculty member may be given one or more warnings of unsatisfactory job performance. If a warning is issued, it must be recorded

If a warning is issued, the warning must specify whether the warning is for unsatisfactory performance in teaching, scholarship/creative activity, service, and/or overall performance. The first time a warning is issued, the faculty member must meet with the administrative head of the academic unit. If a subsequent warning is issued, the faculty member must meet with the administrative head and the Dean after each warning.

5.5 The criteria for assessments of job performance (including warnings of unsatisfactory job performance) shall be determined by the academic unit with the approval of the Dean.

## 6. CONSEQUENCES OF WARNINGS OF UNSATISFACTORY JOB PERFORMANCE

6.1 If a faculty member receives a warning of unsatisfactory job performance in any of the three job responsibility categories or in the overall assessment of job performance, the annual review report shall describe what the faculty member must do to avoid a similar assessment in subsequent years. After receiving an annual review report containing one or more warnings of unsatisfactory job performance, a faculty member must file a written plan with the administrative head (who must approve the plan) specifying what actions will be undertaken to avoid such a warning or warnings in subsequent years. A timeline for undertaking and completing specified actions must be a part of the plan. The faculty member must complete the plan and specify the actions taken in subsequent annual summaries of professional activities.

6.2 If a faculty member receives a warning of unsatisfactory job performance of the same kind (i.e., in teaching, scholarship/creative activity, service, or overall performance) for three out of five years, the administrative head may mandate that the faculty member change the distribution of job responsibilities (and/or job responsibility percentages) and/or engage in professional development activities to improve performance.<sup>3</sup>

6.3 Before mandating a change in the distribution of job responsibilities (and/or job responsibility percentages) and/or participation in professional development activities, the administrative head must attempt to negotiate with the faculty

member appropriate changes in the distribution of job responsibilities (and/or job responsibility percentages) and/or participation in development activities that are mutually agreeable to both parties. If a mutually agreeable resolution cannot be reached after negotiation, the administrative head may mandate specific changes in the distribution of job responsibilities (and/or job responsibility percentages) and/or participation in professional development activities. Both a faculty member and the academic head may have a representative or observer present during negotiations or during discussions when changes or actions are mandated.

- 6.4 Any negotiated or mandated changes in the distribution of job responsibilities (and/or job responsibility percentages) shall be specified in a written plan and approved by the administrative head and Dean. The written plan shall specify when the changes are to take place.
- 6.5 If professional development activities are either negotiated or mandated, the activities shall be specified in a written plan and approved by the administrative head and the Dean. The written plan shall include time lines for accomplishing the professional development activities. A faculty member must file a written report (to be included in the faculty member annual summary of professional activities) in which the faculty member describes (and documents where appropriate) participation in the professional development activities and reflects on how such activities led to changes in teaching, scholarship/creative activities, service, and overall job performance as appropriate.

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<sup>1</sup> Academic unit is the smallest unit such as center, department, division, school, or college to which a faculty member is appointed.

<sup>2</sup> The APT document can currently be found at: <http://www.du.edu/facsen/documents>

<sup>3</sup> Nothing in

Grievance Process which can be found at: <http://www.du.edu/facsen/documents>