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**University of Colorado Boulder**

**Suggested Template for Performance Improvement Agreements (PIA)**

The University of Colorado Administrative Policy Statements [(APS) 5008](https://www.cu.edu/ope/aps/5008) *Faculty Performance Evaluation* and [APS 1022](https://www.cu.edu/sites/default/files/1022.pdf) *Standards, Processes and Procedures for Comprehensive Review, Tenure, Post-Tenure Review and Promotion* require that a faculty member develop a Performance Improvement Agreement (PIA) in the following situations:

1. The faculty member receives a “below expectations” or “fails to meet expectations” *summary* rating as a result of their annual performance evaluation; or
2. The faculty member receives a “below expectations” or “fails to meet expectations” summative evaluation in *any* of the evaluated areas as a result of Post-Tenure Review.

Working with the primary unit head or an appropriate committee of the primary unit (as determined by primary unit policy), the faculty member must develop a PIA that includes specific goals, timelines, and benchmarks that will be used to measure progress at periodic intervals. PIAs are typically established for one year. However, if research or other deficiencies warrant a longer timeframe, the PIA may be established for up to two years. The PIA should include the dates when periodic interval reviews of progress will occur.

**Performance Improvement Agreement**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Faculty Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Unit/Department Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ School/College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Annual Merit Formula** (e.g.,40% Scholarly and Creative Work, 40% Teaching, 20% Leadership and Service)

**Section 1: General Statement**

The faculty member should summarize the general area where they are performing below expectations by referring to the recent annual merit review or to the Post-Tenure Review (PTR) results. This section should be approximately 100-300 words.

**Section 2: Specific Areas Needing Improvement**

The faculty member should list the specific areas needing improvement, as identified by the recent annual merit review or the PTR results in each appropriate category. The faculty member should list, by category and where applicable, the needed improvements pertaining to Scholarly and Creative Work; Teaching; Leadership and Service; Clinical Work; or any other area of professional responsibility. This section should be approximately 300-500 words.

**Section 3: Goals**

The faculty member should list each specific area needing improvement and then provide one or more goals that they will achieve to show progress toward alleviating that specific problem. For each goal, the faculty member should also provide a timeframe for accomplishing it, benchmarks or indicators of success, and date(s) for periodic progress reviews.

**Section 4: Timeframe**

Start Date:

Duration (one or two years):

Year of annual merit evaluation when the overall assessment of whether the goals of the PIA have been met will occur:

**Section 5: General Processes**

The original, signed copy of the PIA should be kept in the Dean’s office. Copies of the signed PIA go to the faculty member, the head of the primary unit or the school/college/library personnel review committee, and the dean.

**Section 6: Signatures**

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**F**aculty Member Date

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Head of Primary Unit or College Personnel Review Committee Date

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Dean Date