

University of Colorado School of Medicine
Policy Regarding Annual Faculty Evaluations

November 1, 2021

All full-time CUSOM faculty members who are employed by the University of Colorado are required to complete an annual review within an online review system called PRiSM (Performance Reviews in the School of Medicine). Faculty members employed by DHHA are now also completing their annual reviews in PRiSM.

PRiSM is available several months before the deadline for submission of annual reviews, which is currently March 1st of each year and may change based on University policies. Within PRiSM, faculty receive feedback from their supervisors, mentors, division/section chief (if applicable), and department chair (if applicable) regarding their academic performance in the areas that apply to them: teaching, clinical work, research, scholarship and administrative and community service. In addition, they receive feedback during the annual review process regarding their progress towards promotion.

Faculty members also receive a rating during the annual review, which can be one of the following: Outstanding, Exceeding Expectations, Meeting Expectations, Below Expectations, or Fails to Meet Expectations. Please note that while PRiSM will allow primary and secondary reviewers to recommend a performance rating, the final rating is always assigned by the final reviewer, which is the department chair or the chair's designee. The performance rating is not final or official until the chair or designated final reviewer has completed the review and assigned the rating. All ratings are forwarded to Human Resources for inclusion in the faculty member's personnel record.

Faculty members have an opportunity to discuss the evaluation with the individuals that completed their review, and to sign the evaluation acknowledging receipt of the feedback and rating. Faculty members who do not agree with the performance rating have an opportunity to appeal the rating. On completion of the review in PRiSM each year, faculty are required to agree to the faculty attestations, which serve as reminders to all SOM faculty members of their obligations regarding professionalism, managing conflicts of interest and their responsibilities toward students and other learners.

Department chairs and SOM program, center and institute directors are also reviewed annually in PRiSM. In addition to the feedback relating to teaching, clinical work, research, scholarship, and service, department chairs and program, center and institute directors also receive feedback regarding

management of resources; recruitment and retention of faculty; mentoring activities; diversity of faculty, staff, students and residents; and interdepartmental collaborations.