Policy Regarding Annual Faculty Performance Evaluations

May 2025

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 also complete 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 or Campus policies. Within PRiSM, faculty receive feedback from their supervisors, division/section chief (if applicable), and department chair (if applicable) regarding their academic performance in the areas that apply to them: teaching, clinical activity, research or other scholarly activity, and administrative, community, state or national service. In addition, they receive feedback during the annual review process regarding their progress towards promotion. In some departments, mentors are invited to add comments regarding a faculty member’s performance; input by mentors during annual performance reviews is optional.

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 publicly available and 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 receive a rating of Below Expectations or Fails to Meet Expectations who do not agree with the performance rating have the opportunity to appeal it. 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 feedback relating to teaching, clinical activity, research or other scholarly activity, and service, department chairs and program, center and institute directors also receive feedback regarding: management of resources; recruitment and retention of faculty; mentoring activities; efforts to promote a respectful, inclusive and supportive environment for faculty, staff, students, residents, and fellows; and interdepartmental collaborations.