

**UNIVERSITY OF COLORADO SCHOOL OF MEDICINE**  
Suggested Template for Performance Improvement Agreements

June 7, 2023

See [Administrative Policy Statement 5008](#) for more information regarding preparation of Performance Improvement Agreements (PIAs). Please note that:

- PIAs are to be developed by the faculty member, in close collaboration with the head of the department or another departmental leader or appropriate faculty committee (designated by the Chair).
- The PIA must include specific goals, timelines, and benchmarks that will be used to measure progress at periodic intervals. Usually, PIAs will be established for one year, but if research or other deficiencies warrant a longer period, the PIA may be set up for two years. The PIA may also include a brief statement of the faculty member's accomplishments over the year of the review, as well as the summary of shortcomings.
- If questions arise, the Anschutz Medical Campus administration serves as a resource and can provide advice to the faculty member and to the department chair or committee regarding best practices and models for PIAs and appropriate benchmarks.
- The next annual performance evaluation following the term of the PIA shall address whether the goals of the PIA have been met. If the goals of the PIA have not been met, the faculty member is required to undergo an Extensive Review.
- Also, please keep in mind that the PIA process is separate from any letters of expectation that you may have received; the PIA is also required, even if you are undergoing a post-tenure review.

**Suggested Template for Performance Improvement Agreements and Development Plans**

Faculty Member's Name: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Department: \_\_\_\_\_

School or College: \_\_\_\_\_

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

- I. Statement of general deficiencies warranting the Performance Improvement Agreement. A brief summary of the faculty member's accomplishments over the past year may also be included.
- II. Specific deficiencies (list for each applicable area).
  - Scholarly and creative work:
  
  - Teaching:
  
  - Leadership and service:
  
  - Clinical activity:
  
  - Professionalism, communication, and other areas of professional responsibility:

III. Goals and actions designed to address the identified deficiencies. For each applicable area --- teaching, scholarly/creative work, clinical activities, service and professionalism, communication, and other assigned responsibilities --- include goals to be met during the PIA period. For each goal, indicate:

- Action plan or strategies for improvement;
- Timeline (expected date by which the goal will be met);
- Benchmarks or indicators of success;
- Date(s) for periodic progress reviews;
- Resources need to help achieve success.

IV. Timeframe for the PIA.

- Start date:
- Duration: (Typically one year; cannot exceed two years)
- Dates for assessment of progress:

V. Routing: The original, signed copy of the PIA should be kept in the dean's office. Copies of the signed PIA should be distributed to: the faculty member; the chair of the department; the school/college/library personnel review committee, and the Associate Vice Chancellor for Faculty Affairs.

VI. Signatures:

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Faculty Member

Date

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Head of Primary Unit or College Personnel Review Committee

Date