

## 7.3 Performance Improvement Plans

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A Performance Improvement Plan (PIP) is mandatory for any tenured faculty member whose performance is judged to be unsatisfactory. A PIP is strongly recommended for any teaching faculty member and any administrative faculty member whose performance is judged to be unsatisfactory. All of these PIPs shall be reviewed and approved by the Provost. Mines may offer appropriate support to faculty members in conjunction with their PIPs as indicated below.

### 7.3.1 Performance Improvement Plans for Tenured Faculty Members

At the time annual faculty evaluations are prepared, Department Heads will identify tenured faculty members for whom a PIP is required. An individual so identified will be required to cooperate in formulating a PIP, which shall include identified weaknesses, all actions perceived as necessary to correct those weaknesses, and performance goals. The faculty member shall work with his or her Department Head to integrate the PIP to the annual faculty goal-setting exercise.

#### A. Categories of Institutional Support Available

Any of the following types of support may be granted in conjunction with a Performance Improvement Plan: research initiation support, travel support, summer assignments, equipment acquisition, and sabbatical leave. Additional support in the form of career counseling, short courses, workshops, and internships may also be offered. A faculty member must account to Mines for the use of this support, and any equipment purchased under such an agreement shall be the property of Mines.

#### B. Time Limitations

The Performance Improvement Plan shall be initiated within ninety days from the date of identification of the performance deficiencies.

The Performance Improvement Plan shall specify a time period of up to three years during which the necessary improvement must take place. In exceptional circumstances this time period may be extended at the discretion of the Provost.

#### C. Procedure for Implementation of Plan

The Performance Improvement Plan, including all support offered, shall be reflected in writing, and signed by the faculty member, the Department Head, and the Dean. If agreement cannot be reached, or if a faculty member refuses to cooperate in formulating a Performance Improvement Plan, the Department Head shall write the plan and convene the Departmental Promotion and Tenure Committee to obtain an opinion on the feasibility and appropriateness of the plan. The recommendations of both the Department Head and the Department Promotion and Tenure Committee shall be forwarded to the appropriate Dean for final decision. The Dean may decide to implement the plan without the agreement or cooperation of the faculty member. In such a case, the plan shall have the same effect as if the faculty member had fully cooperated in its formulation.

#### D. Sanctions for Failure to Fulfill Plan Requirements

If satisfactory improvement has not been achieved, as determined by the Department Head, Dean, and the Provost, by the end of the

period specified, appropriate disciplinary action, up to and including termination for cause, may be invoked.

### 7.3.2 Performance Improvement Plans for Teaching and Administrative Faculty

At the time annual faculty evaluations are prepared, Supervisors will identify teaching and administrative faculty members for whom a PIP is recommended. It is recommended that faculty so identified cooperate in formulating a PIP, which shall include identified weaknesses, all actions perceived as necessary to correct those weaknesses, and performance goals. The faculty member shall work with his or her Department Head to integrate the PIP to the annual faculty goal-setting exercise.

#### A. Availability of Institutional Support

Institutional support is not normally granted to a teaching or administrative faculty member in conjunction with a PIP. However, in unusual cases, such support may be granted with the written approval of the appropriate Vice President or Provost. A faculty member must account to Mines for the use of this support, and any equipment purchased for such support shall be the property of Mines.

#### B. Time Limitations

The PIP shall specify a time period of up to one year during which the necessary performance improvements should take place. In exceptional circumstances this time period may be extended at the discretion of the Provost or appropriate Vice President.

#### C. Procedure for Implementation of Plan

The PIP, including any support offered, shall be reflected in writing, and signed by the faculty member, his or her supervisor, Department Head, and the appropriate Vice President. In the case of teaching faculty members, the Dean and Provost need to approve and sign the plan.

#### D. Sanctions for Failure to Fulfill Plan Requirements

If satisfactory improvement, as determined by the appropriate Vice President, has not been achieved by the employee at the end of the period specified, appropriate disciplinary action, up to and including termination of employment, may be invoked.