



## Pikes Peak State College (PPSC) Educational Procedure

### EP 190 Supplement 1 E – Faculty Evaluation Appeal Process

#### Originated:

Unknown

#### Revised:

September 2024

March 2018

#### References:

CCCS Policies & Procedures: SP 3-31 – Evaluation of Faculty Job Performance, BP 3-10 Administration of Personnel and BP 3- 20 Due process.

#### Approved By:

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Jacquelyn Gaiters-Jordan (Dec 18, 2024 08:08 MST)

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12/18/2024

Date

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Deidre Schoolcraft

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### ***I. Purpose:***

All regular faculty have the right to appeal their final faculty evaluation rating. This educational procedure provides guidance on this process and sets deadlines for fair and efficient completion.

### ***II. Scope:***

This Educational Procedure (EP) applies to regular faculty who do not agree with a performance evaluation rating. This includes regular faculty who are full-time or part-time, and who hold provisional or non-provisional status. This EP does not apply to limited faculty or instructors (as defined in BP 3-10).

### ***III. Procedure:***

#### **A. INFORMAL REVIEW PROCESS**

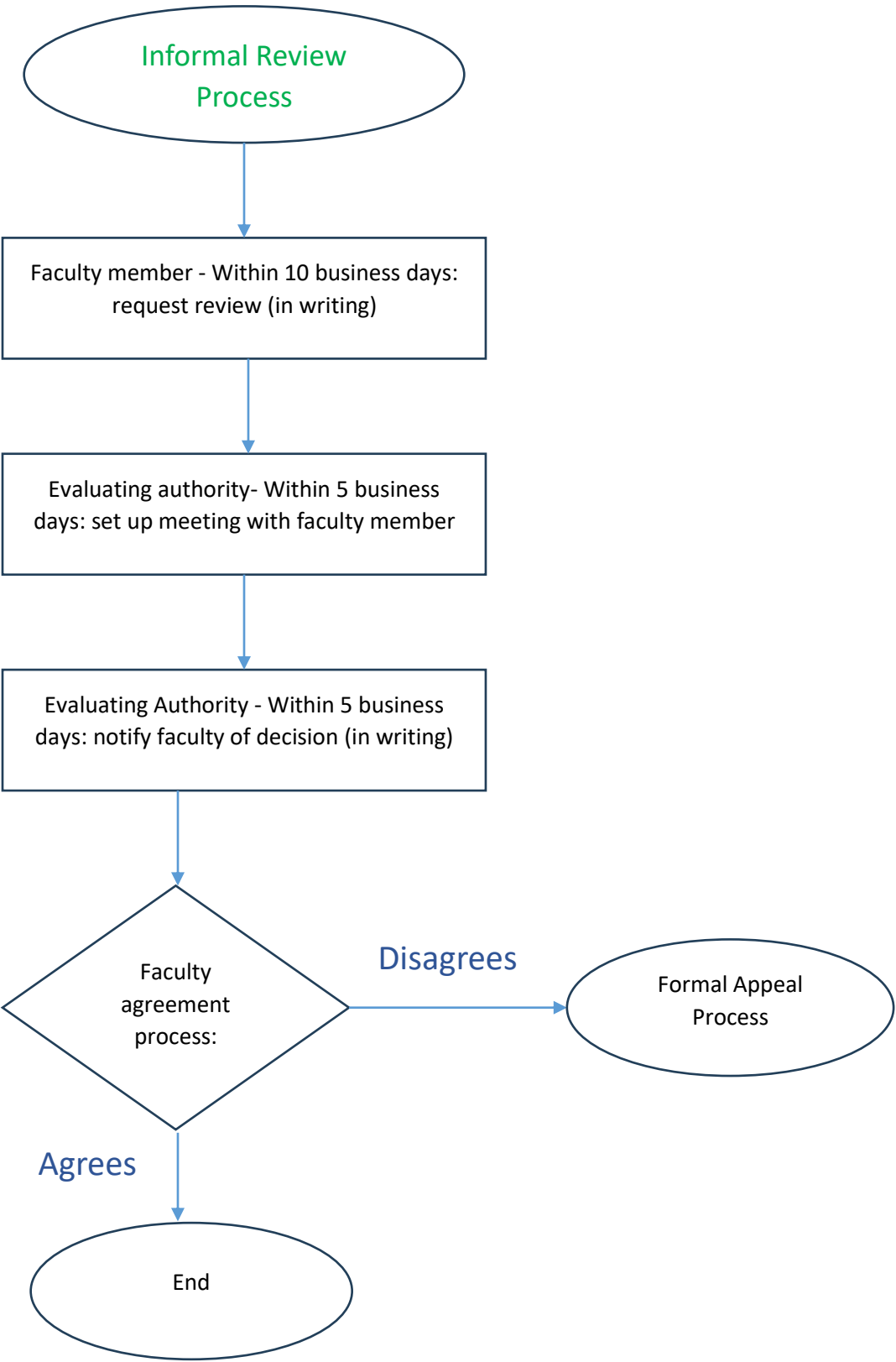
- The faculty member must request, **in writing**, an informal review process meeting within 10 business days of receiving the evaluation rating from their evaluating authority (Executive Dean or Associate Dean).
- The evaluating authority should make every effort to hold the subsequent meeting with the faculty member within 5 business days of receiving the request. The purpose of this meeting is to attempt to resolve differences in how the evaluation rating was determined. This may or may not result in a change in the evaluating authority's rating.
- The faculty member shall be informed in writing of the evaluating authority's decision within 5 business days of the meeting.

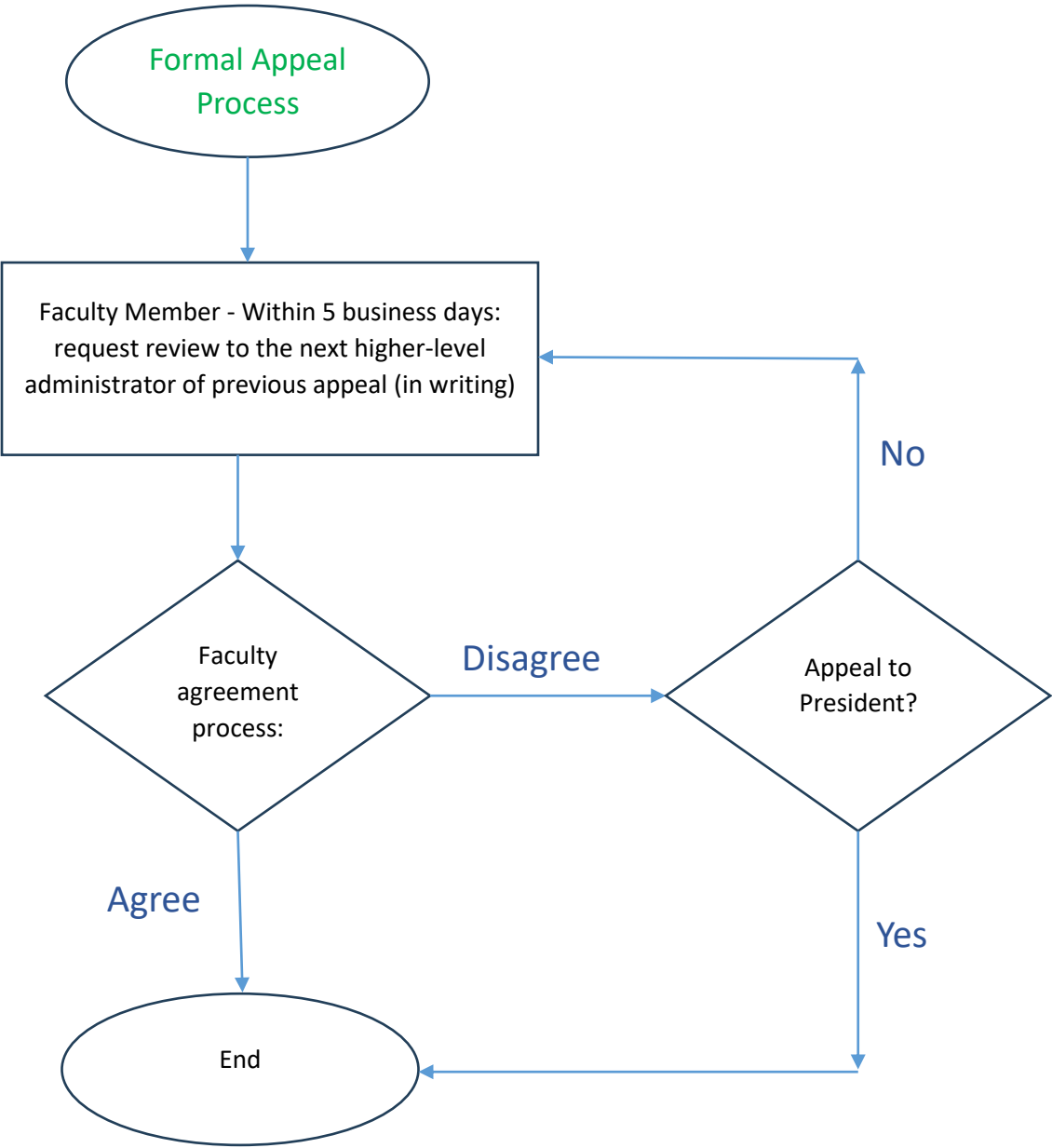
#### **B. FORMAL APPEAL PROCESS**

- Regular faculty members who disagree with their faculty performance evaluation rating, **after availing themselves of the above informal review process**, may formally appeal their evaluation rating to the next higher-level administrator all the way to the college President.
- Each subsequent meeting must be initiated, in writing, by the faculty member within 5 business days of receiving the written decision of the administrator in the previous meeting. Each written appeal and meeting constitute an attempt to resolve differences in how the evaluation rating was determined.
- The President's decision is binding and cannot be appealed.

If at any time during the appeal process, a faculty member asserts a claim of discrimination, or there is suspicion that a faculty evaluation may have been motivated by discrimination, Human Resource Services (HRS) must be contacted before proceeding with the Faculty Evaluation Appeal Process. If an investigation is warranted, HRS will attempt to reach a disposition regarding the issue of alleged discrimination within a 30-day period. Once the issue of alleged illegal discrimination has been resolved, the faculty member may, if warranted, proceed with the faculty evaluation appeal process.

IV. Flowcharts





# EP 190 1E - Faculty Evaluation Appeal Process










## 12.17.2024

Final Audit Report

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