

## 7.3 Performance Improvement Plans

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When employees have recurring performance issues, supervisors, in partnership with Human Resources (HR) can create a Performance Improvement Plan (PIP) for them. A PIP is a formal document that specifies areas for improvement and expected performance improvements measures. The PIP is designed to help facilitate a regular, productive conversation between an employee and their supervisor, setting up a structured approach to helping an employee improve their work results.

### 7.3.1 Performance Improvement Plans for Tenured Faculty Members

PIPs may be initiated at any time during the academic year and should be considered at the time of preparing annual faculty evaluations. Department Heads, in partnership with their Deans and HR, will identify tenured faculty members for whom a PIP is recommended. The faculty member shall work with their Department Head to integrate the PIP into the annual faculty performance review and goal-setting.

#### A. Categories of Institutional Support Available

Any of the following types of support may be granted in conjunction with a PIP: research initiation support, travel support, summer assignments, equipment acquisition, referral to the Trefny Innovative Instruction Center 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 PIP shall be generally initiated within thirty days from the date of identification of the performance deficiencies. The PIP shall specify a time period of up to one full academic year during which the necessary improvement must take place. However, the end date is not guaranteed as this time period may be shortened or extended with the Provost's approval.

#### C. Procedure for Implementation of Plan

The PIP, including all support offered, shall be reflected in writing, and signed by the faculty member, the Department Head, and the Dean.

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

If satisfactory improvement has not been achieved, the Department Head, may end the PIP and initiate appropriate action in partnership with their Dean and HR.

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

PIPs may be initiated at any time during the academic year and should be considered at the time of preparing annual teaching and administrative faculty evaluations. Department Heads or supervisors, in partnership with their leadership team and HR, will identify teaching faculty and administrative faculty members for whom a PIP is recommended. A PIP shall include identified areas for improvement and expected performance improvements measures. The teaching and administrative faculty

member shall work with their Department Head to integrate the PIP into the annual faculty goal-setting.

#### 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 Department Head or supervisor. A teaching or administrative 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 be initiated within thirty days from the date of identification of the performance deficiencies. The PIP shall specify a period of up to one full academic year (calendar year for administrative faculty) during which the necessary improvement must take place. However, the end date is not guaranteed as this period may be shortened or extended with the Department Head's or supervisor's approval.

#### C. Procedure for Implementation of Plan

The PIP, including any support offered, shall be reflected in writing, and signed by the teaching or administrative faculty member and the Department Head or supervisor.

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

If satisfactory improvement has not been achieved, the Department Head or supervisor may end the PIP and initiate appropriate action in partnership with HR.