



UCCS CAMPUS POLICY

Policy Title: Non-Tenure-Track Faculty Multi-Year Contracts and Letters of Intent

Policy Number: 200-022

Policy Functional Area: ACADEMIC

Effective: August 20, 2015
Approved by: Pam Shockley-Zalabak, Chancellor _____
Responsible Vice Chancellor: Executive Vice Chancellor of Academic Affairs (EVCAA)
Office of Primary Responsibility: EVCAA
Policy Primary Contact: EVCAA, 719-255-3700
Supersedes: N/A
Last Reviewed/Updated: August 20, 2015
Applies to: Administration, Faculty

Reason for Policy: This policy establishes the criteria and procedures for awarding multi-year contracts to non-tenure-track faculty members holding half-time (.5) or greater classroom teaching, online teaching, or librarian appointments.

I. INTRODUCTION

This policy addresses the award of multi-year contracts and letters of intent for non-tenure-track faculty (NTTF) in compliance with the University of Colorado APS 5053 and Colorado House Bills 12-1144 and HB 14-1256.

II. POLICY STATEMENT

A. Authority for the creation of campus administrative policies is found in *The Laws of the Regents*, 2007, Article 3 Section B.5(A) which states:

The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws, or regent policy, or as may be delegated by the president.

B. Purpose:

This policy establishes the criteria and procedures for awarding multi-year contracts to non-tenure-track faculty members holding half-time (.5) or greater classroom teaching, online teaching, or librarian appointments. The goal of the multi-year contract at the University of Colorado Colorado

Springs (UCCS) is to assist with retention of high quality NTTF in areas of program need.

Additionally, this policy addresses the administration of multi-year letters of intent for NTTF.

C. Procedures:

1. Multi-Year Contract Eligibility and Procedures

- a. Pursuant to University of Colorado APS 5053, NTTF who hold a half-time (.5) or greater teaching or librarian appointment are eligible, providing they meet the following criteria:
 - Highly effective teaching, as defined by the primary unit, school, college, library, or campus.
 - NTTF who may qualify must hold an eligible title as outlined in CU APS 5053 section III. Faculty members whose primary job assignment is clinical care are also eligible for Multi-Year Contracts per C.R.S. 24-19-108.
- b. Minimum requirements for eligibility
 - i. Faculty Title
 - a) Instructors
 - b) Senior Instructors
 - c) Scholars in residence
 - d) Artists in residence
 - e) Clinical teaching track faculty at the rank of instructor or higher
 - f) Clinical practice track faculty at the rank of instructor or higher
 - ii. Years in employment at UCCS at half-time (.5) or greater teaching load
 - a) Five Years
 - b) If hired at Senior Instructor, may negotiate up to two years towards the five years
 - iii. Years exceeding expectations in teaching/librarianship (where applicable) as determined by the primary unit
 - a) Three out of five years, with the last two years exceeding expectations
 - iv. Years at minimum meeting expectations of service as determined by the NTTF's contract and primary unit
 - a) Five years
- c. Application Process
 - i. General Application Information
 - a) In order to evaluate NTTF applicants for awards of a Multi-Year Contract, NTTF Multi-Year Contract applications must demonstrate how the projection of the ongoing viability of the program in which the applicant teaches was developed.
 - b) Pursuit of a Multi-Year Contract by a nominated NTTF member is voluntary.
 - c) Pursuit of a Multi-Year Contract is not a right or guarantee, even if the NTTF meets the eligibility criteria.

- ii. **Nomination**
 - a) Each College/School/Library will determine faculty who meet all eligibility requirements and confirm eligibility with Human Resources. From the list of eligible faculty, nominations shall be made by the Department Chair or College/School/Library Dean. Self-nominations shall not be accepted. Dean will collect nominations.
 - b) **Program Viability**
 The Department/Program/School must demonstrate viability of the program to which the NTTF is assigned prior to submission of portfolio. A faculty member assigned to a program that is under review for discontinuance may not be considered for a Multi-Year Contract. An overview of the justification of program viability must be written by the Department Chair, Dean or Program Director. The Provost may override a justification of program viability.
 - i) Documents such as external accreditation reviews and UCCS Program Review can be utilized to assist in demonstration of program viability.
 - ii) Trends in enrollment for a period of at least three years should be included in the viability review. This enrollment trend should demonstrate recent steady enrollment or growth and predicted future steady enrollment or growth.
 - iii) The plan for the future of the program should also be included in the viability review.
 - iv) The report of viability should support that the NTTF position is needed and expected to be funded for at least three years.
 - v) If the program viability review is unable to justify the award of a Multi-Year Contract, the faculty member's nomination for a MultiYear Contract becomes null for the current cycle of review. The faculty member nomination may be revisited during future cycles.
 - vi) After viability is determined, the faculty member shall be notified of his/her eligibility and informed of the process of submitting his/her portfolio should the faculty member wish to pursue the Multi-Year Contract.
 - c) **Portfolio Submission and Additional Criteria**
 - i) NTTF Multi-Year Contract applicants shall submit a portfolio to the Deans' office that shall include the report on program viability (provided by the Dean's office), demonstration of teaching/librarianship excellence and demonstration of meeting service expectations (when a required portion of the workload). Each section shall include a brief overview describing the work done and all supporting documents. Documents that must be included are specified below. Utilization of a curriculum vita is acceptable in documenting requirements. The portfolio may not exceed one 2" binder in length.
 - ii) The portfolio shall include documentation of
 - (a) **Program Viability**
 - 1. The final program viability report should be provided by the Dean for inclusion in the portfolio.
 - (b) **Teaching or Librarianship**

1. Narrative demonstration, not to exceed two pages, of how the faculty member's teaching/librarianship supports the mission of the program, department, college or University
 2. Three measures of teaching/librarianship evaluation from the previous five years, one of which must be the FCQ summary sheets (except for librarians), others determined by the primary unit such as, but not limited to:
 - a. peer review of teaching/librarianship
 - b. letter of support from peer or student
 - c. mid-term evaluation (aggregate format)
 - d. samples of teaching materials, including syllabi, assignments used in class, and/or assessments given to test student understanding of class content
 3. Merit reviews (fully-signed Annual Performance Rating sheet only) for the previous five years
 - a. Demonstration of exceeding expectations in teaching/librarianship for the previous three of five years including last two years of the review period
 4. Philosophy/approach to teaching/librarianship, not to exceed one page
 5. List of professional development to improve teaching/librarianship from the previous five years, which may include workshops, credentialing, certification, and education. The primary unit shall determine if specific types of professional are necessary/required for their unit. The faculty member shall specify any professional development that is required by their unit.
- (c) Service
1. Narrative demonstration, not to exceed one page, of how the faculty member's service (if required by their department or college) supports the mission of the program, department, college, or University
 2. The faculty member should specify the service required by their contract through a Faculty Responsibility Statement(s) (FRS) or other documentation for the five years under review.
 3. Merit reviews (fully-signed Annual Performance Rating sheet only) for the previous five years.
 - a. Must demonstrate that they are at least meeting the minimum service requirement as specified by their primary unit or FRS.
 4. Service shall be rated at "meeting expectations", "exceeding expectations" or "outstanding."
 5. The portfolio should provide documentation to verify service participation such as, but not limited to:
 - a. Letter from committee chair
 - b. Minutes indicating attendance
 - c. Department committee listing

- d) College/School/Library Level Review
 - i) The College/School/Library shall review each NTTF Multi-Year Contract portfolio and such review shall be completed by a NTTF Review Committee consisting of faculty within the appropriate college. This committee shall make a recommendation to the Dean.
 - ii) The NTTF Review Committee should be comprised of three NTTF members. If NTTF are not available to fill the committee, then tenured or tenure-track faculty can serve on the committee in their place. NTTF MYC holders may sit on this committee if they are not up for review in that year.
 - iii) Each College/School/Library shall determine their process for forwarding applicant dossiers for campus level review.
 - e) Dean Letter of Support
 - i) Each NTTF applicant portfolio shall include a Dean's letter of support which shall include that the Dean will support the faculty member as an NTTF Faculty Scholar. Support will include but not be limited to providing time for the scholar to participate in campus-wide NTTF Faculty Scholar mentoring, workshops, events, and other programming related to this honor.
 - ii) The portfolio shall be submitted to the University Level Review Committee by March 15th, or the Friday immediately before if the 15th falls on a weekend.
 - f) University Level Review
 - a) The University Level Review Committee (ULRC) shall review all applications for Multi-Year Contracts in accordance with the above procedures and provide the Provost and the Chancellor with a recommendation addressing which applicants should be granted contracts.
 - b) The University Level Review Committee will be made up of four NTTF Multi-Year Contract holders who are not up for review and at least one member from the Vice Chancellor Review Committee (VCRC).
 - g) Provost Review

The Provost shall review all applications for Multi-Year Contracts forwarded by the ULRC and forward recommendations to the Chancellor.
 - h) Chancellor Review

The Chancellor shall make all final decisions on award of all Multi-Year Contracts.
- c. Renewal Process:
- i. A Multi-Year Contract may be renewed for an additional, consecutive three-year term without full review, contingent upon maintenance of exceeding expectations or outstanding merit evaluations for teaching/librarianship and service (if applicable) throughout the initial contract period along with no change program viability status and endorsement of the Supervisor and Dean. Upon expiration of the additional term, the NTTF must go through the full review process to be considered for a future Multi-Year Contract due to the limited number of available MYCs.
 - ii. A NTTF member who has previously held a Multi-Year Contract, or has an expiring Multi-Year Contract (not under consideration for renewal as stated above) may be considered for award of a new Multi-Year Contract, but shall go through the full review process.

- d. Non-Tenure-Track Faculty Scholars
Faculty members who are awarded the Multi-Year Contract will receive the title “NTTF Faculty Scholar” during the time they hold the Multi-Year Contract.
- e. Number of Multi-Year Contract Awards
Pursuant to APS 5053 and this policy, only a limited number of Multi-Year Contracts shall be implemented at any given point in time. Decisions on the award of these contracts will be made by the administration with regard for the overall financial obligations of UCCS.

2. Multi-Year Letters of Intent Eligibility & Procedures

- a. General Information on the Multi-Year Letter of Intent (“MYLOI”)
 - i. These letters will document UCCS’ intent to renew the annual appointment of the NTTF in question for a period of up to four years, provided the program continues to be viable, and will state that the University will make reasonable efforts to provide one full year of notice to the NTTF in question if non-renewal of their annual appointment is anticipated.
 - ii. A major goal of issuing these letters is that they will help NTTF plan long-term in the event their program can no longer support their position.
 - iii. The issuance of the MYLOI will be based on the program need and viability criteria as indicated below and on NTTF qualifications.
 - iv. Evidence of eligibility, strong instructional performance, and departmental and college/school/library support is required.
 - v. Unlike the Multi-Year Contract, the MYLOI does not hold UCCS liable for paying the balance of the contract in the event that the NTTF is not renewed prior to the end of the terms of the MYLOI. This means that whereas UCCS can only offer a limited number of Multi-Year Contracts due to this potential financial risk, many more MYLOI can be offered to underscore the critical partnership between NTTF and the University.

b. Eligibility

The following are minimum requirements for eligibility

- i. Faculty Title
 - a) Instructors
 - b) Senior Instructors
 - c) Scholars in residence
 - d) Artists in residence
 - e) Clinical teaching track faculty at the rank of instructor or higher
 - f) Clinical practice track faculty at the rank of instructor or higher
- ii. Years in employment at UCCS at half-time (.5) or greater teaching load
 - a) Three years
- iii. Years exceeding expectations in teaching/librarianship (where applicable) as determined by the primary unit.
 - a) Three years
- iv. Years meeting expectations of service as determined by the NTTFs contract and primary unit
 - a) Three years

- c. **Nomination Process**
Each College/School/Library will determine faculty who meet all eligibility requirements and confirm eligibility with Human Resources. From the list of eligible faculty, nominations shall be made by the Department Chair or College/School/Library Dean. Self-nominations shall not be accepted.
- d. **Portfolio Submission**
The NTTF shall submit a portfolio that shall include the following:
 - i. **Documents**
 - a) Letter of Support from the Department Chair or Program Director
 - b) Letter of Support from the Dean
 - c) Three years of merit reviews (fully-signed Annual Performance Rating sheet only)
 - d) One-page statement from the nominated faculty member addressing how his/her teaching contributes to the mission of his/her department or college
 - ii. **University Level Review**
The nomination packet shall be reviewed by the Provost with a recommendation being forwarded to the Chancellor.
- II. **Decision making authority**
The Chancellor shall make all final decisions on award of all Letters of Intent.
- III. **Renewal Process**
 - i. Renewal of a MYLOI may occur pending continued strong teaching/librarianship evaluations throughout the MYLOI period along with no change in program viability status and endorsement of the Chair and Dean.
 - ii. Reappointment upon expiration of the MYLOI is at the sole discretion of the University.

IV. **KEY WORDS**

- A. Multi-Year Contract (MYC)
- B. Multi-Year Letter of Intent (MYLOI)
- C. NTTF
- D. Portfolio
- E. Program Viability

V. **RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES**

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms

D. Guidelines

E. Other Resources (i.e. training, secondary contact information)

F. Frequently Asked Questions (FAQs)

VI. HISTORY

Initial policy approval August 20, 2015