



**UCCS CAMPUS POLICY**

**Policy Title:** Instructional, Research, and Clinical Faculty Appointment, Reappointment, Promotion, and Termination

**Policy Number:** 200-027

**Policy Functional Area:** ACADEMIC

Effective:

April 29, 2022

Approved by:

Venkat Reddy, Chancellor

Responsible Vice Chancellor:

Provost/Executive Vice Chancellor for Academic Affairs

Office of Primary Responsibility:

Provost/EVCAA

Policy Primary Contact:

Office of the Provost/EVCAA (719) 255-3700

Supersedes:

N/A

Last Reviewed/Updated:

March 31, 2022

Applies to:

Faculty and Administration

**Reason for Policy:** This policy establishes the basic criteria and procedures for appointment, reappointment, promotion, and termination of Instructional, Research, and Clinical (IRC) faculty.

## I. INTRODUCTION

This policy addresses the criteria and procedures for appointment, reappointment, promotion, and termination of faculty within the category of Instructional, Research, and Clinical ("IRC") faculty at the University of Colorado Colorado Springs ("UCCS") in compliance with the University of Colorado APS 5060. This policy applies to IRC faculty members holding half-time (.5) or greater appointments. The primary goal of promotions at UCCS is to assist with retention of high-quality IRC faculty in areas of program need by providing career progression and stability and protecting academic freedom.

## II. POLICY STATEMENT

### A. General

1. This policy applies to the following faculty categories/titles: Instructional, Research, and Clinical faculty. IRC faculty members are not eligible for tenure.
2. The terms for promotion, reappointment, and termination of instructional, research, and clinical appointments shall be established in a letter of offer or employment agreement.
3. Each college/school/library shall develop policies and/or procedures to further detail the criteria and procedures for appointment, reappointment, promotion, and termination for those categories of Instructional, Research, and Clinical faculty in their units.

- a. Policies and/or procedures may be developed by primary units, departments, programs, or institutes where permitted by their respective college, school, or library policies or procedures.

## B. Appointment

1. In accordance with APS 5060, the university recognizes three types of appointments which are used for IRC faculty:
  - a. Limited appointments for some Instructional and Clinical faculty (as specified below) are for a specified period and are not explicitly at-will.
    - i. IRC faculty members with at least .5 FTE teaching assignment or librarian appointment may be eligible for a contract of up to three years. Instructional faculty with multi-year contracts, as permitted by state law, shall have limited appointments as specified in UCCS campus policy 200-022.
    - ii. Senior and Principal Instructors who engage in 50% or more clinical activity may be appointed to limited appointments.
  - b. Indeterminate appointments are for an indefinite period of time and their continuance is dependent upon inclusion in the approved budget and available funding.
    - i. Senior and principal instructors who engage in 50% or more clinical activity may be appointed to indeterminate appointments.
  - c. At-will faculty appointments are those where an employee does not have a contractual right, express or implied, to remain in the university's employ and where either the university or employee may terminate the employment relationship without cause, and with or without notice, at any time for any reason.
    - i. Instructional faculty are usually at-will unless included in the categories above.
    - ii. Research faculty are at-will employees.
    - iii. Clinical faculty are usually at-will but may have limited or indeterminate appointments based on their specific titles and conditions specified in APS 5060.
2. The appointment process for IRC faculty must include the following steps:
  - a. A search committee, including a minimum of two faculty members, makes an initial recommendation to the primary unit chair/director.
  - b. If the chair/director concurs, it shall be forwarded to the dean.
  - c. The letter of offer must be reviewed by the provost before it may be submitted to the chancellor for approval.
3. Appointments may be at a higher than introductory rank pursuant to college, school, or library policies.
4. The negotiated workload may vary from a typical workload when a faculty member assumes administrative, other service or academic responsibilities.
  - a. Negotiated workloads may accommodate professional development allowing the IRC faculty member to enhance their professional knowledge, competence, and effectiveness. Such professional development opportunities are subject to the availability of funds.

## C. Reappointment

1. Limited appointments
  - a. Processes for reappointment of instructional faculty with limited, multi-year contracts are specified in UCCS campus policy 200-022.
2. Indeterminate appointments
  - a. Continuance of indeterminate appointments is dependent upon inclusion in the approved budget and available funding.

3. At-will appointments

- a. At-will positions are expected to be ongoing, depending on faculty member's performance, department needs, and funding availability and subject to University policy. Generally, the dean of the college/school/library shall issue a letter annually informing the IRC faculty of the intent to continue or terminate the at-will position, although such a letter does not create a limited or indeterminate appointment or otherwise change the at-will nature of the employment.

D. Promotions

1. Instructional Faculty

a. General

- i. Instructors may be promoted sequentially to Senior Instructor or Principal Instructor, in accordance with University policy. Promotion permits higher recognition and salary than that of a lower rank in a given department or unit. All qualified Instructional faculty may apply to be considered for promotions.
  - ii. Each college/school/library is responsible for developing written promotion criteria from Instructor to Senior Instructor and Senior Instructor to Principal Instructor. Promotion criteria at the primary unit may also be developed.
    - a) The criteria shall clearly describe what constitutes an appropriate level of excellence in teaching and (where appropriate) service/leadership activities for promotion. The criteria may consider participation in professional development activities, to the extent those activities are available and funded by the unit.
    - b) The college/school/library criteria shall include a process for identifying and notifying IRC faculty who are eligible for promotion.
  - iii. Denial of a promotion shall not automatically result in the Instructor's position being terminated or non-renewed.
    - a) IRC faculty who choose not to apply for promotion when eligible shall not be denied future opportunities to apply for promotion or automatically terminated or non-renewed for failure to apply for promotion.
- b. Promotion to Senior Instructor: Instructors are eligible for promotion to Senior Instructor after four years of sustained excellent performance as defined by the college/school/library's criteria for teaching/librarianship and service/professional development, with the opportunity for early consideration when warranted.
- i. To become a Senior Instructor, at least two of the preceding four years of the instructor's annual performance shall be rated as "Exceeding Expectations" or "Outstanding", and none of the preceding four annual performance evaluations shall fall below "Meeting Expectations." If service/leadership activities are included in the instructor's appointment, the instructor shall have received at least "Meeting Expectations" in the area of service/leadership every year over the last four years, as defined by the college/school/library and, where applicable, primary unit.
  - ii. If the Instructor was initially hired as a lecturer, the college/school/library and primary unit (where applicable) shall specify in a written policy or procedure

how they shall take into account time spent as a lecturer toward time in the instructor role.

- c. Promotion to Principal Instructor: Senior Instructors are eligible for promotion to Principal Instructor after three years of sustained excellent performance as defined by the college/school/library's criteria for teaching/librarianship and service/professional development, with the opportunity for early consideration when warranted.
  - i. To become a Principal Instructor, at least two of the preceding three years of the Senior Instructor's annual performance evaluations shall be rated as "Exceeding Expectations" or "Outstanding," and none of the last three annual performance evaluations shall fall below "Meeting Expectations." If service/leadership activities are included in the senior instructor's appointment, the instructor shall have received at least "Meeting Expectations" in the area of service/leadership every year over the last three years, as defined by the college/school/library and, where applicable, primary unit.

## 2. Research Faculty

- a. To be eligible for a promotion, Research faculty shall demonstrate the academic and other qualifications associated with the title as described in APS 5060. Promotions shall be based on a comparison to similarly-situated faculty in the academic primary unit associated with the appointment. Research experience and productivity shall be primary considerations. Instructional contributions may also be considered. College/school/library and/or academic primary unit policies and/or procedures may establish additional requirements for promotion.

## 3. Clinical Faculty

- a. To be eligible for a promotion, Clinical faculty shall demonstrate the academic and other qualifications associated with the title as described in APS 5060. College/school/library and/or academic primary unit policies and/or procedures may establish additional requirements for promotion. Each college/school/library with clinical faculty shall develop policies and/or procedures to further specify promotion criteria for clinical faculty.

## E. Termination

- 1. Limited appointments
  - a. At the conclusion of a limited appointment, the IRC faculty may be reappointed to another limited appointment, may be converted to an at will appointment, or the limited appointment may expire in accordance with the initial appointment.
- 2. Indeterminate appointments
  - a. Faculty on indeterminate appointments may be terminated subject to availability of continued funding and inclusion in the approved budget and other applicable university policy.
- 3. At-will appointments
  - a. At-will employment is subject to termination by either party at any time.
  - b. Best practices in terminations of at-will Instructional faculty may be found in UCCS Guidelines: Lecturer, Instructor and Senior Instruction Rights and Responsibilities (v. 2.0 revised 1/2017)

- F. Appeals. Each college/school/library shall develop an appeals process for IRC faculty appeals of reappointment or promotion decisions. Each process must contain, at a minimum, the following:
1. IRC faculty may appeal negative decisions related to reappointment or promotion within ten working days of receipt of written notice of the negative decision.
    - a. The appeal must be based on the grounds that the process had procedural or factual errors of sufficient magnitude that they materially impacted the decision.
    - b. Reappointment appeals shall be based on employee performance and anticipated department needs.
    - c. Promotional appeals shall be based on employee performance as related to the promotional criteria set forth in this policy and related college/school/library and primary unit (where applicable) promotion policies and procedures.
  2. Initial appeals shall be remitted to the dean of the college/school/library in accordance with established unit processes.
    - a. The dean may refer the appeal to a faculty committee depending on the established college/school/library appeals process.
    - b. The dean shall provide the faculty member with a decision on the appeal within 45 days of the initial appeal being received by the dean. The dean shall provide the department chair/director with a copy of the decision.
  3. If the appeal is denied at the college level, the faculty member may appeal to the Provost.
    - a. The dean shall provide to the Provost copies of all documents considered and produced in the college appeals process.
    - b. The faculty member may provide additional information within the limitations of section II.F.1 of this policy.
    - c. The Provost may, with the permission of the faculty member filing the appeal, consult with the Faculty Assembly IRC committee for advice in reaching a decision.
    - d. The Provost shall provide the faculty member with a decision on the appeal within 30 days of receiving the appeal from the faculty member. The Provost shall provide the dean with a copy of the decision.
    - e. The faculty member may appeal the decision of the Provost to the Chancellor within 30 days of receiving the Provost's decision. The Provost will provide the Chancellor with all documentation. The Chancellor shall provide a decision to the faculty member within 30 days of receipt of the appeal and shall provide the Provost and dean with a copy of the decision.

### III. KEY WORDS

### IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
  1. [APS 5060 Faculty Appointments](#)
  2. [APS 5053 Multi-Year Contracts for Instructional, Research and Clinical Faculty with Teaching Responsibilities or Librarian Appointments](#)
  3. [UCCS Policy 200-022 Non-Tenure Track Faculty Multi-Year Contracts and Letters of Intent](#)
- B. Procedures
- C. Guidelines

1. UCCS Guidelines: Lecturer, Instructor and Senior Instruction Rights and Responsibilities (v. 2.0 revised 1/2017)

## V. HISTORY

- |    |                |                         |
|----|----------------|-------------------------|
| A. | April 29, 2022 | Initial policy approved |
| B. | N/A            | Revised                 |
| C. | N/A            | Revised                 |

## VI. APPENDICES