Administrative Policy

Policy Title: Standards for Notice of Non-reappointment for Non-tenured Faculty

Policy Number: 1029

Effective: July 1, 2012
Date Last Amended/Reviewed: October 3, 2018
Supersedes: Standards for Notice of Non-reappointment for Non-tenured Faculty, July 1, 2019

Approved by: Chancellor Donald M. Elliman, Jr., CU Anschutz Medical Campus
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Provost and Executive Vice Chancellor for Academic and Student Affairs

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Office of Legal Reviewing Office: Provost and Executive Vice Chancellor for Academic and Student Affairs

Successful Office: Provost and Executive Vice Chancellor for Academic and Student Affairs

Appplies to: All campuses

A. INTRODUCTION

The purpose of this policy is to set the parameters for providing notice of non-reappointment to non-tenured faculty at the University of Colorado Denver | Anschutz Medical Campus.

B. POLICY STATEMENT

1. Notice of non-reappointment or of the intention not to recommend reappointment is given in writing to non-tenured faculty holding limited or indeterminate appointments at
the level of assistant, associate or full professor. In addition, at the Anschutz Medical
Campus, notice is also provided to instructors and senior instructors, other than those
with at-will appointments, who spend more than half of their professional time in direct
patient care. Non-renewal of a limited appointment is not considered either a dismissal
or termination.

2. CU Anschutz Medical Campus

   a. At CU Anschutz Medical Campus, the standard for notice of end of
   employment for those entitled to such notice (see Section B.1. above) shall be:

   1) faculty members employed by the University of Colorado for 1 year or less
   are provided 3-months notice;
   2) faculty members employed by the University of Colorado 1-3 years are
   provided 6-months notice;
   3) faculty members employed by the University of Colorado more than 3 years
   are provided 12-months notice.

   If notice is not provided within the required time, the unit shall extend the
   contract to a date such that the required number of months notice is provided to
   the faculty member. Written notice of intent not to renew/reappoint may be
   provided at any time in the contract period prior to the required period of notice
   of end of appointment. In the time between the giving of notice and the end of
   appointment, faculty members are expected to fulfill the requirements and
   expectations of their employment.

   b. For faculty on indeterminate appointments, notice of end of appointment must
   be provided according to the notice schedule in Section B.2.a, except as
   specified in the letter of offer.

   c. Employees designated “at will” by Colorado statute, university policy or
   contract, are not eligible for any scheduled notice of non-reappointment.
   However, as a courtesy, University administrators may provide advance notice
   of non-reappointment, when feasible. By statute, all instructors and senior
   instructors are at-will employees unless they spend more than half their time in
   direct patient care.

3. CU Denver Campus

   a. A tenure-track faculty member is on probationary status and holds an
   appointment that automatically expires at the time indicated in his/her letter of
   appointment. In the case of a negative comprehensive review or tenure review,
   faculty members are notified in writing that their appointment will be
   terminated at the end of the academic year following the academic year in
   which their comprehensive or tenure review was undertaken.

   b. All non-tenure track faculty members at CU Denver the Denver campus are
designated, by Colorado statute, university policy or contract, employees “at will” and are not eligible for any scheduled notice of non-reappointment. However, as a courtesy, University administrators may provide advance notice of non-reappointment, when feasible.

C. EXCLUSIONS FROM THIS ADMINISTRATIVE POLICY

In the case of program discontinuance leading to the termination of tenured or tenure track faculty, Regent Policy 4, Organization of Academic Units, section 4.1.2, https://www.cu.edu/regents/policy/4https://www.cu.edu/regents/policy 4, provides the required notification period.

Notes

1. Dates of official enactment and amendments:

- **July 1, 2012**: Adopted by Provost and Vice Chancellor for Academic and Student Affairs on July 1, 2012

- **October 3, 2018**: Corrected.

2. History:

- Amended on May 2, 2018 to reflect a 2018 Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university.

- **October 3, 2018**: References verified and University branding updated.

3. **Initial Policy Effective Date:** July 1, 2012

3. Cross References/Appendix:

- University Policy Framework and Hierarchy;
- Board of Regents Policy 3B: Officers of the University and Administration;
- Board of Regents Policy 4, Appendix 4.1, Dismissal of Faculty as a Result of Academic Unit or Degree Program Discontinuance;
- CAP 3000 – Establishing Campus Administrative Policies