



**Campus Administrative Policy**

**Policy Title: Multi-Year Contracts for Non-Tenure Track Faculty Members and Librarians**

Policy Number: 1027 Functional Area: Academic and Faculty Affairs

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Approved by:	Roderick Nairn Provost and Executive Vice Chancellor for Academic and Student Affairs
Prepared by:	Provost’s Office and Office of Legal Counsel
Reviewing Office:	Provost and Executive Vice Chancellor for Academic and Student Affairs
Responsible Officer:	Provost and Executive Vice Chancellor for Academic and Student Affairs
Applies to:	All Campuses

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**A. Introduction**

In response to House Bills 12-1144 and 14-1256, allowing state institutions of higher education to offer contracts of up to three years to (1) non-tenure track librarians who hold .5 or greater appointments or (2) non-tenure track faculty members who hold .5 or greater classroom or online teaching appointments, the University of Colorado System has authorized offering a limited number of such contracts. The system Administrative Policy Statement # 5053 “Multi-Year Contracts for Non-Tenure-Track Faculty Members” specifies that only non-tenure track faculty with a record of “highly effective teaching or librarianship” can be eligible for such faculty appointments and it calls for the development of a selection and approval process on each campus. This policy outlines a selection and approval process for these multi-year contracts for both teaching faculty and librarians.

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**C. Policy Statement**

Purpose. The purpose of these limited multi-year contracts is to retain excellent non-tenure-track teaching faculty and librarians employed by the University. On occasion, with the approval of the dean and the provost (for faculty) or library director and associate vice chancellor (for librarians), multi-year contracts also may be used as an incentive to attract excellent teaching faculty or outstanding librarians who have a proven track record elsewhere.

1. Contracts for Non-Tenure-Track Teaching Faculty

- a. Eligibility. Beyond the criterion of a .5 or greater classroom or online teaching appointment, non-tenured faculty offered multi-year contracts must have a record of *highly effective teaching* as defined by the school or college. Each school/college shall adopt specific criteria for the demonstration of a record of highly effective teaching or shall use the criteria provided below in Section 3. These criteria must be developed collaboratively by the dean and the faculty and must be incorporated into school/college policy or bylaws. The school/college policy should contain a definition of highly effective teaching and the criteria or measures that will be used to verify achievement of this competency. Schools and colleges may delegate the responsibility for defining highly effective teaching to their individual departments/academic units; these definitions shall be incorporated into department/unit bylaws or policies; and these definitions and measures of effectiveness must be approved by the dean and the provost.
- b. Institutional Definition and Measures of Highly Effective Teaching. Until schools/colleges develop definitions and measures of highly effective teaching, the following institutional definition and measures may be used.

*Highly effective teaching means teaching that is current in content and focused on student learning and mastery of the knowledge and skills encompassed by the course. Effective teachers engage students and provide learning experiences/assignments that help students expand their understanding of the subject and engage in analysis and critical thinking, not just rote memorization.*

*Measures of effective teaching can be found in course syllabi, in student evaluations—Faculty Course Questionnaires or equivalent and written or oral student testimonials—from current students and/or recent graduates, in peer evaluations, in pedagogical presentations and publications that explicate the faculty member’s teaching techniques and approaches. It may also be found in the record of students mentored and taught by the candidate.*

c. Process for Nominating Non-Tenure-Track Faculty for Multi-Year Contracts.

1. Before any eligible non-tenure-track faculty member is offered a multi-year contract, the hiring department/academic unit must assemble, with the assistance of the candidate, a short dossier describing the teaching skills and achievements of the candidate and providing evidence/measures of highly effective teaching (including summaries of student evaluations). Colleges/school and/or primary units may find it helpful to use the descriptions of excellent teaching they have developed in their tenure and promotion documents. This dossier must accompany the request to the provost for a multi-year contract submitted by the college/school with the approval of the dean.
2. College/Schools should evaluate all proposed multi-year contracts using existing reappointment, tenure and promotion processes or they may develop new processes. These processes should include review by a college/school-wide committee.
3. Evaluations of teaching performance at the University of Colorado Denver | Anschutz Medical Campus are preferred; however, lacking that, evidence from teaching elsewhere may be submitted.

2. Contracts for Non-Tenure-Track Librarians

a. Eligibility

Beyond the criterion of a .5 or greater appointment, non-tenure-track librarians offered multi-year contracts must have a record of *highly effective librarianship* as defined by the Library Director and faculty in the section below.

b. Institutional Definition and Measures of Highly Effective Librarianship

The following institutional definition will be used:

*Librarianship involves a broad spectrum of activities related to information access. Library faculty are specialists with skills and experiences collectively contributing to the goals of the library and mission of the University. Highly effective performance is indicated by outstanding knowledge and abilities in the deployment of these skills*

*which may include, but are not limited to: dedication to meeting the information needs of library users; expertise in selection, management and evaluation of knowledge resources; creation of new advances in the application or design of technologies for information access and delivery; innovation in administration and financial stewardship; significant collaboration in support of University educational, research and institutional goals; and exceptional and innovative instruction on an individual or group level.*

Measures of effectiveness are found in annual merit evaluation policies of the Auraria and Anschutz Medical Campus Libraries.

- c. Process for Nominating Librarians for Multi-year Contracts
  1. Before any eligible non-tenure-track librarian is offered a multi-year contract, the hiring service group must assemble, with the assistance of the candidate, a short dossier describing the achievements of the candidate and providing evidence/measures of highly effective librarianship within that service area. This dossier must accompany the request to the provost for a multi-year contract submitted by the Library service group with the approval of the library director and associate vice chancellor.
  2. The Library should evaluate all proposed multi-year contracts, using existing personnel processes or it may develop new processes. These processes should include review by a Library-wide committee.
  3. Evaluations of librarianship at the University of Colorado Denver | Anschutz Medical Campus are preferred; however, lacking that, evidence from librarianship elsewhere may be submitted.

#### **D. Limited Number of Contracts**

- a. The University has been authorized by the Board of Regents to enter into a “limited number” of such contracts. The Chancellor may set specific limits on the number of multi-year contracts that may be offered at any one time and may inform the deans/directors of such limits; these limits may be changed annually, depending on fiscal, programmatic and other considerations. The expectation is that these contracts will be used judiciously and only a limited number will be authorized by the campus annually.

#### **E. Probationary Status**

- a. The system Administrative Policy Statement allows for multi-year contracts with probationary periods of no more than one year. All first time multi-year contracts offered to faculty members without prior teaching experience or

librarians without prior library employment at the University of Colorado | Anschutz Medical Campus shall include a probationary period. Faculty whose prior teaching or librarianship at the university has been evaluated as “highly effective” may be offered a multi-year contract without a probationary period, subject to the approval of the chair/unit head, dean/director and provost.

- b. During the probationary period, the teaching effectiveness or librarianship of the faculty member must be evaluated by the hiring department/primary unit. For teaching faculty, such evaluation shall include, at a minimum, review of syllabi and teaching material/assignments, student evaluations, and peer evaluations based on classroom visits (for courses taught in classrooms) or on comprehensive review of content and structure-organization (for on-line courses). For librarians, such evaluations shall include review of performance of the primary assigned responsibilities. Evaluation should take place well before the end of the probationary period.
- c. Departments/primary units that evaluate a faculty member’s/librarian’s performance during the probationary period as less than “highly effective” in teaching/librarianship and/or not satisfactory in the performance of other assigned duties will forward the evaluation to the dean/director who may send the faculty member/librarian notice that the multi-year contract will not be continued beyond the probationary period or may send notice of immediate termination.
- d. If approved by the dean/director and provost, departments/hiring units may offer to faculty who successfully perform as highly effective teachers and satisfactory in other assigned duties or to librarians who perform in a highly effective manner, as documented in annual merit evaluation during their multi-year contract, a subsequent multi-year contract without the usual probationary period.

## **F. Evaluation**

- a. Faculty in the probationary period of a multi-year contract must be evaluated during the probationary period.
- b. The teaching performance of every non-tenure-track faculty member with a multi-year contract must be evaluated annually using, at a minimum, the measures developed by the school/college or department or, absent those, the measures found in Section B.3 (above).
- c. The performance of every librarian with a multi-year contract must be evaluated annually using the measures developed by the Auraria Library faculty or Anschutz Medical Campus Library faculty, respectively.

## **G. Terms of the Contract**

- a. Any multi-year contract offered to teaching faculty must follow the requirements of the system Administrative Policy Statement and must be developed using the template provided by the Vice President for Academic Affairs and Office of University Counsel. To be valid, all contracts must be signed by the dean/director of the respective School/College and the provost
- b. A faculty member on a multi-year contract, whether in the probationary period or after, may be terminated for cause, as noted in the contract.
- c. In the last term of a multi-year contract, a faculty member who has delivered highly effective teaching and satisfactory performance of other assigned duties or a librarian who has performed in a highly effective manner may be considered for another multi-year contract. The decision depends upon more than the faculty member's/librarian's performance. Fiscal, programmatic and other considerations may affect whether or not a subsequent multi-year contract will be offered.

## Notes

1. Dates of official enactment and amendments:

Approved by the Provost on July 1, 2014

2. History:

New policy on July 1, 2014. Modified on August 9, 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.

3. Initial Policy Effective Date: July 1, 2014

4. Cross References/Appendix:

System APS #1009 "Multiple Means of Teaching Evaluation"

<https://www.cu.edu/ope/aps/1009>

System APS #5053 "Multi-year Contracts for Non-Tenure-Track Faculty Members"

<https://www.cu.edu/ope/aps/5053>