Administrative Policy

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

Policy Number: 1029  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: Office of Legal
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

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. Anschutz Medical Campus

a. At the 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. 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 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-4, provides the required notification period.

Notes

1. Dates of official enactment and amendments:
   Adopted by Provost and Vice Chancellor for Academic and Student Affairs on July 1, 2012

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.

3. Cross References/Appendix:
   University Policy Framework and Hierarchy; Board of Regents Policy 3B: Officers of the University and Administration; 3000 – Establishing Campus Administrative Policies