The qualifications for the attendant faculty rank shall be identical with the qualifications for standard appointments, and the individual membership on the Engineering Faculty, the departmental faculty, and for those of professorial rank, the Faculty Senate, with the single exception that it shall be mutually understood and accepted that credit toward tenure is not attained in attendant-rank appointments.

Since the research faculty appointment with the designation of Research Associate plus faculty attendant rank may not carry tenure, all of the appointments shall be terminal and of a period consistent with the contract or grant support available but with no absolute rights for reappointment. Reappointment shall be at the discretion of the officers administering the support funds and concurrence with the department Chair and Dean. Thus, these appointments shall carry no right of appeal if an appointment is not renewed, whether or not the activities and funds for its support continue.

The same benefits package available to regular faculty should be made available to attendant-rank faculty members. This includes the TIAA-CREF benefits, the OASI (Federal Social Security) benefits, and the faculty insurance plan. Matching funds where appropriate would be provided from the same source as the salaries.

Attendant-rank appointment shall not preclude consideration for regular faculty appointment to vacant positions.

IX. PROCEDURES FOR PROMOTION AND TENURE

A. General

1. Every eligible faculty member will be reviewed in a timely manner for reappointment, promotion and/or tenure in accordance with the procedures outlined in the Faculty Handbook and CU-Denver "Strategies for Success", a manual for tenure-track faculty, latest edition. (At this writing, the latest version is Fall 1997.) Generally, recommendations for promotion from Assistant Professor to Associate Professor and granting of tenure will be concurrent at the end of the mandatory probation period for eligible faculty hired at the rank of Assistant Professor. (Currently 7 years).

2. Infrequently, faculty members are initially appointed as associate professors or full professors without tenure, depending on their special qualifications and experience. In such instances, the normal procedures governing the award of tenure are followed; candidates must demonstrate the same quality of teaching, research and service that applies to assistant professors. Likewise, promotion of assistant professors to associate professor without recommending tenure requires the candidate to demonstrate all of the qualifications of associate professor. Very briefly, these qualifications are the terminal degree appropriate to their field or its equivalent, considerable successful teaching experience, and promising accomplishment in research. In all unusual circumstances,
the procedures to follow are derived from standard practice, logically modified to fit the particular situation or candidate.

3. In the College of Engineering and Applied Science, a faculty member's Primary Unit is the Department in which the faculty member is formally appointed. In the case of joint appointments the Dean will designate one department to function as the faculty member's Primary Unit in matters of RTP. The department chairman and staff are expected to assist the RTP candidate in preparation of the dossier.

4. The Primary Unit is responsible for establishing (in its By Laws) a departmental committee to: 1) review the progress of each faculty member, 2) advise each faculty member on their progress and 3) make appropriate recommendations for RTP to the Dean of the College of Engineering and Applied Science. In addition, the Primary Unit must have written criteria and standards for RTP actions incorporated in its department By Laws. The recommendations of the Primary Unit must be in writing and must include results of any vote taken.

5. Extramural evaluation of candidates is required for all cases of comprehensive review, promotion and/or tenure. Written opinions of scholars from outside the University, who are qualified to judge the candidates' scholarly, creative and/or research efforts, will be requested by the Primary Unit or the Dean, not by the candidate. The letter to the external reviewers must be approved by the Dean. The Candidate will be asked to provide names of scholars who should be considered, but not more than one-third of the external letters included in a dossier may be from scholars suggested by the candidate. External reviews included in the dossier may not be from relatives, close friends, dissertation advisors or persons with whom the candidate has had a close professional relationship. For promotion and/or tenure, a minimum of four letters must be included in the dossier; for comprehensive review, at least three letters are required. While letters from practitioners may be included, such letters may not substitute for those of scholars, i.e., at least three (or four) letters from outside scholars are required. The candidate is not to know which external scholars have provided evaluation letters; however, the content of the letters, with all identifying information removed, will be made available to the candidate.

6. All departmental recommendations for reappointment, promotion and/or tenure will be reviewed by the College First Level Review Committee (FLRC). The composition of this committee is described in the standing committees section of this document. The FLRC will evaluate each candidate's dossier and the recommendation of the Primary Unit; all members of the Committee must review all materials in the dossiers of all candidates. The FLRC will then vote on the action and transmit the results in writing to the Dean. The FLRC is also responsible for insuring that all criteria and procedures specified in University and Campus policies and directives have been explicitly followed or met. This includes making a specific judgment and statement about whether EACH of the required performance criteria for teaching, research and service has been satisfied.
7. When disagreements occur between the Primary Unit First Level Review Committee or the Dean, the procedures specified in the Faculty Handbook, pages III-31 and III-32, will be followed.

8. After the Primary Unit has completed its action and forwarded the dossier with its recommendation, the office of the Dean will provide security for the dossier and control the access to authorized persons.

B. Reappointment of Tenure-Track Faculty Members

1. Initial appointments to faculty positions are usually made for 3 years but may be made for 2 or 4 years at the discretion of the department and Dean. Reappointments are usually made for 2 years, thus bringing the candidate to a 5-year service point. If an assistant professor, the candidate must then undergo "comprehensive review", a thorough pre-tenure evaluation that includes external reviews -- see para. A.5. above. If the comprehensive review is favorable, the candidate is reappointed for 2 years, the last year of which is the tenure-review-year.

2. Reappointments require that the candidate prepare a dossier as described in the CU-Denver "Strategies for Success". The candidate and the Primary Unit should insure that the dossier is an accurate and complete record of performance because it will constitute the base upon which a performance justifying future tenure will be built.

C. Comprehensive Review

1. All tenure track faculty members in the academic rank of assistant professor must be comprehensively reviewed once during the 7-year probationary period. At CU-Denver, this is usually at the 5-year point of total service.

2. The comprehensive review is accomplished primarily to assist the candidate in preparing for tenure review 2 years hence. It must be a candid and thorough evaluation of performance that allows the candidate and the primary unit to judge whether performance to date is on track and on schedule. External review is required -- see para. A.5. above.

D. Review for Tenure and Promotion from Assistant to Associate Professor

1. General Principles:

The granting of tenure constitutes a long-term commitment on the part of the University and is, consequently, one of the most critical decisions made regarding a faculty member. The granting of tenure is to be based primarily on the quality and quantity of
the candidate's research and effectiveness of his or her teaching. Educational and professional service activities on and off campus should also be considered. Implicit in any tenure consideration is the possibility of selecting and appointing a more promising faculty member. The recommendation for tenure, therefore, should be made with the assurance that the individual recommended is one of the best persons the University could expect to attract to this position.

2. Criteria

a. Each Primary Unit (department) in the College must have a written statement that covers the procedures, criteria, standards and evidence that will be used in making decisions about the award of tenure. Typically, this statement should be a part of the department bylaws and a copy should be provided to every member of the department. The department must insure that this written statement does not conflict with University-wide standards, and the document be reviewed and approved at all administrative levels up to and including the Chancellor.

b. Content - Department statements must set forth specific standards in each of the 3 areas of teaching, research/creative work and service; see "Strategies for Success" and the Faculty Handbook, for more information.

E. Review for Promotion from Associate Professor to Professor

1. General Principles

Consideration of an associate professor for promotion to professor is to be based on quality and quantity of research, scope and quality of teaching, and other educational and professional activities on and off campus. To qualify for promotion, the candidate must have a record that, taken as a whole, is excellent; a record of significant contribution to both graduate and undergraduate education; and evidence of substantial, significant and continued growth in all 3 performance areas since receiving tenure. What is implied in these principles and criteria is the use of standards that clearly demonstrate the candidate's growth or refining of performance since tenure. (see Footnote 1)

Footnote (1): A simple example would be the use of FCQ's as one measure of teaching; perhaps the candidate for tenure is expected to receive FCQ's that are within \( x \) percent of the department average, whereas the candidate for promotion to professor must show a \( y \) percent or greater increase in this statistic from tenure date to the present.
2. Other:

The fundamental objective is to recognize high quality academic performance that is likely to continue throughout the individuals career. Promotion to Professor requires that the individuals record as an Associate Professor demonstrates maturation as a professional scholar and teacher with national and/or international recognition, and that there is indeed a clear indication that the candidate's record, taken as a whole, is judged to be excellent. In addition, the candidate's record must indicate substantial, significant, and continued growth/accomplishment in teaching, research/creative work and service since receiving tenure. In identifying candidates for promotion, one should recognize that continued long and faithful service alone does not make promotion automatic or justified.

F. Supplemental Material

Candidates for RTP action may submit any material or information that he/she believes will be helpful in evaluating his/her reappointment, tenure and/or promotion at the first, second and third level review stages, consistent with deadlines that may be established by the reviewing bodies. Materials provided at a higher level of the review stage shall also be provided to all other bodies reviewing the candidates.

G. Calendar/Schedule/Target dates.

(If specified date falls on Saturday, Sunday or a holiday, the target date is the next regular business day.)

1. August 15  Candidate submits material to be sent to external reviewers to the department chair.
2. August 25  Fall classes start (varies by year)
3. September 1  Letters sent to external reviewers -- candidate submits dossier to primary unit.
4. September 1  First Level Review Committee appointed.
5. September 15  Primary Unit and First Level Review Committee orientation.
6. September 15  External reviews received
7. October 1  Primary Unit recommendations due in Dean's office.
8. November 1  First Level reviews complete.
9. December 20  Fall semester ends (varies by year)
10. *January 10  All dossiers submitted to the Vice Chancellor's for Academic Affairs office.

*If the RTP case involves a mid-year appointment, the dossier is due to the Vice Chancellor's office by October 15. This means that all preceding actions must be completed earlier than indicated above. All such cases in the College of Engineering will be handled on an individual basis.