

Department of Integrative Biology

University of Colorado Denver

Denver Campus

BYLAWS

Approved 22 May 2008 by electronic vote (13-0-0)

Amended June 2015

Approved by Dean and Provost 7-30-15

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4. Selection, ranking, and recommendation of candidates for appointment will be made by simple majority vote, for which the voting members will include the members of the search committee.
 5. The search committee will make a recommendation to the Chair.
- D. Application and appointment to Clinical Teaching (C/T) track
1. General:
 - a) The general criteria for the appointment of faculty to the Clinical Teaching (C/T) track are given in “The Laws and Policies of the Regents of the University of Colorado” and the University of Colorado Faculty Handbook. Additional criteria are specified in the CLAS policy on C/T Track Appointment and Promotion (http://www.ucdenver.edu/academics/colleges/CLAS/faculty-staff/Documents/policies/CLAS_CTT_policies.pdf).
 - b) All C/T track appointments are, by law, at-will three-year appointments and expire after no more than three years. At the discretion of the Department, appointments may be renewed.
 - c) Typically, the primary responsibility of a faculty member in the C/T track will be teaching, with 80% effort teaching or eight courses per academic year. The remaining 20% effort will typically be apportioned equally between leadership & service and research.
 - d) While research should advance departmental goals, teaching and leadership & service must directly benefit the Department.
 - e) C/T track faculty members are expected to demonstrate continued professional growth as part of their teaching, research, and leadership & service efforts.
 2. Applicants requesting appointment to the C/T track must hold the terminal degree in biology or a related field, e.g., medicine. Applicants to the C/T track must also be able to provide documentation that s/he is able to assume high-quality independent teaching and research.
 3. With written notice to the Dean from the Chair, qualified senior instructors in the Department have the following options regarding application for appointment to the C/T track. This applies to new senior instructor hires, as well.
 - a) Any senior instructor may apply to be appointed assistant professor, C/T track.
 - b) Senior instructors who have six or more years of full time relevant experience in higher education, with a record of teaching, research, and leadership & service that is commensurate with expectations for associate professor, C/T track may apply to be appointed at that rank.
 - c) Senior instructors who have 12 or more years of full time relevant experience in higher education, with a record of teaching, research, and leadership & service

that is commensurate with expectations for Professor, C/T track may apply to be appointed at that rank.

4. Applicants for the C/T track must provide an application packet to the Chair of the Department that includes the following materials: personal statement that addresses eligibility and provides the following: three-year professional plan that addresses teaching, research, and leadership & service; current curriculum vitae (UCD format); supporting documentation, including teaching materials, FCQ summaries and student comments, peer reviews of teaching, mentoring letters, publications and grant proposals, and evidence of leadership & service.
5. The Chair will solicit letters of recommendation following consultation with the applicant. For application to the rank of assistant professor C/T track, three letters of recommendation are required, including one from outside the Department addressing the applicant's research. For application or promotion to the rank of associate or Professor C/T track, five letters of recommendation are required, including two from outside the Department addressing the applicant's research.
6. All tenured/tenure (TT) track faculty and C/T track faculty, who are senior to the applicant, will be eligible to vote on appointment and promotion of C/T track faculty. Following review of the application materials appended by the letters of recommendation, appointment to the C/T track must be approved by a simple majority of the eligible voting members at a faculty meeting.
7. Following an affirming vote, the Chair will review the application materials and submit a written recommendation supporting or rejecting the nomination to the DAC-C/T, who will then make a recommendation to the Dean of the College of Liberal Arts and Sciences, with the Chancellor making the final decision regarding appointment. At any point in this process, the applicant can request withdrawal from nomination.
8. If the faculty member's review is not positive, the faculty member will remain at her/his current rank.

VI. FACULTY EVALUATION

A. Tenured and Tenure Track Faculty

1. Professional Plan

- a) The Professional Plan is designed to provide a clear statement of a faculty member's goals and the nature of effort to be made in the areas of teaching, research, and leadership & service.
- b) The Plan should be developed in consultation with the Chair so that the faculty member's planned activities, when combined with those of other faculty in the Department, result in the primary unit meeting its responsibilities to students and the university.

1. Reappointment to the C/T track:

- a) Reappointment beginning in the fourth year is contingent upon a comprehensive merit review conducted at the end of the three-year appointment. The applicant will be expected to have achieved a standard of “meeting expectations” or better according to the current merit review criteria, modified for the C/T track.
- b) Reappointment to the C/T track requires submission of all materials required for appointment to the track, excepting letters of recommendation. Additionally, the applicant must submit a copy of the most recent employment contract, annual performance evaluation reports, a summary of teaching activities for the previous appointment, a summary of research activities for the previous appointment, and a summary of service activities for the previous appointment, including supporting documentation for each of the aforementioned.
- c) The Merit Review Committee consisting of no less than three T/TT faculty members, as well as one C/T track faculty member, who may or may not be a member of the Department, will review the reappointment materials. The Committee will submit to the Chair a recommendation supporting or rejecting reappointment. The Chair will review the recommendation and the materials and submit a written recommendation to the Dean supporting or rejecting the reappointment of the applicant. The Dean will review the material from the department and convey this material as well as his/her recommendation to the Provost, who will have the final authority to reappoint or not to reappoint.
- d) An assistant professor, C/T track may request a senior instructor appointment instead of undergoing a comprehensive review in the fourth year of university service and in so doing, will no longer have access to the professor ranking system in the C/T track title series.

2. Promotion within the C/T track:

- a) Promotion within the C/T track presupposes excellence in teaching, as well as significant contributions in the remaining two areas of responsibility.
- b) An assistant professor, C/T track is eligible to apply for promotion to associate professor, C/T track following completion of her/his second three-year appointment. Following a minimum of five years at the rank of associate professor, C/T track or the equivalent higher education experience, a faculty member is eligible to apply for promotion to professor, C/T track. Although an associate professor, C/T track may remain at that rank indefinitely, it is assumed that s/he will strive for overall excellence in teaching, research, and service leading to promotion to professor, C/T track.
- c) For promotion to the rank of associate professor or professor, C/T track, applicants must supply all the materials for the initial appointment and reappointment, as well as those materials required for appointment at the rank to which promotion is aspired.

- d) The Chair will solicit letters of recommendation following consultation with the applicant. For application to the rank of associate or Professor, C/T track, five letters of recommendation are required, including two from outside the Department.
- e) All tenure track faculty and C/T track faculty, who are senior to the applicant, will be eligible to vote on promotion of C/T track faculty. Following review of the application materials appended by the letters of recommendation, appointment to the C/T track must be approved by a simple majority of the eligible voting members at a faculty meeting.
- f) Following an affirming vote, the Chair will review the application materials and submit a written recommendation supporting or rejecting promotion to the DAC-C/T, who will then make a recommendation to the Dean of the College of Liberal Arts and Sciences, with the Provost making the final decision regarding promotion.
- g) If the faculty member's review is not positive, the faculty member will remain at her/his current rank the faculty member but may reapply for promotion.

VIII. OTHER POLICIES

- A. The Department abides by the policies of the College, University, CU System, and Regents of the University of Colorado, with which faculty, staff, and other departmental employees should be aware (e.g., Academic Dishonesty; Academic Standards, including grade appeals grade appeals, Student Petitions for Exceptions to Policy. Notable among these are the following:
 - 1. Policy on Misconduct in Research, Scholarship, and Creative Activities (see Administrative Policy Statement 1007, which complies with Regent Law, Article 5.E.5).
 - a) The Department is committed to excellence in research and other forms of scholarship and is committed to conducting these activities according to the highest ethical standards of honesty and integrity. As such, we maintain an environment that fosters adherence to these ethical standards.
 - b) We also provide avenues by which the faculty can respond to any deviation from these standard in keeping with APS 1007, which provides the fundamental framework to respond to allegations of misconduct thereby ensuring consistency.
- B. Many Departmental policies are dynamic and can be expected to change over time. These include, but are not restricted to, policies governing: reappointment, tenure, and promotion; merit evaluation and standards; service expectations; curriculum and degree requirements; assessment; awards; access; grievances; syllabus; academic dishonesty.
- C. With that in mind, current and dated copies of all Department policies will be maintained as appendices to the bylaws.