CU Denver Lecturer and IRC Task Force

Policies and Practices Information Request to Schools and Colleges

Submission Due Date - October 18

**Teaching and Learning**

* What is considered a full teaching load for the faculty below?
  + Describe why this is the established teaching load?
  + If the load is a range, please include the range and describe why it is a range.
  + Is this information currently described in your policies or bylaws, and is this information located on a website or intranet that all faculty have access too?
    - Lecturers
    - Instructors
    - Clinical Teaching Track
    - Tenure and Tenure-Track
* Describe your policies and practices regarding class cancellations or classes that do not make.
  + Is this information currently described in your policies or bylaws, and is this information located on a website or intranet that all faculty have access too?
    - When a T/TT faculty course is cancelled, how do you address their required teaching load?
    - When an Instructor’s course is cancelled, how do you address their required teaching load?
    - When a CTT faculty member’s course is cancelled, how do you address their required teaching load?
    - When a Lecturer’s course is cancelled, how do you address their teaching load?
* When teaching assignments are adjusted, describe the reasons why they are adjusted and how do you approach adjusting them.
  + Is this information currently described in your policies or bylaws, and is this information located on a website or intranet that all faculty have access too?
* What are your policies and practices regarding the timing in which all faculty are assigned and confirmed to teach particular courses.
  + Is this information currently described in your policies or bylaws, and is this information located on a website or intranet that all faculty have access too?
  + If there are variations in these practices and policies between T/TT, Instructors, CTT and lecturers, please describe those variations and explain why there are variations.
    - Lecturers
    - Instructors
    - Clinical Teaching Track
    - Tenure and Tenure-Track
* Describe your policies and practices associated with providing faculty with associated materials or equipment (software, computers, books), NOT supplies for students, that faculty need to deliver their courses.
  + Is this information currently described in your policies or bylaws, and is this information located on a website or intranet that all faculty have access too?
  + If there are variations in these practices and policies between T/TT, Instructors, CTT and lecturers, please describe those variations and explain why there are variations.
  + Describe details for each of the faculty title series below.
    - Lecturers
    - Instructors
    - Clinical Teaching Track
    - Tenure and Tenure-Track
* If faculty purchase their own equipment or materials needed to deliver the courses they are teaching, do you have reimbursement policies? If so what is that policy and how is this policy practiced?
  + Is this information currently described in your policies or bylaws, and is this information located on a website or intranet that all faculty have access too?
  + If there are variations in these practices and policies between T/TT, Instructors, CTT and lecturers, please describe those variations and explain why there are variations.
    - Lecturers
    - Instructors
    - Clinical Teaching Track
    - Tenure and Tenure-Track
* What are your practices and policies for assigning faculty to teach or mentor students in non-organized instruction such as independent studies, internships, and thesis projects.
  + Is this information currently described in your policies or bylaws, and is this information located on a website or intranet that all faculty have access too?
    - Lecturers
    - Instructors
    - Clinical Teaching Track
    - Tenure and Tenure-Track
* Do you provide course releases for faculty? If so, what are your course release policies and in what circumstances are they utilized?
  + Is this information currently described in your policies or bylaws, and is this information located on a website or intranet that all faculty have access too?
  + If there are variations in these practices and policies between faculty categories, please describe those variations and explain why there are variations.
    - Lecturers
    - Instructors
    - Clinical Teaching Track
    - Tenure and Tenure-Track

**Promotion**

* In the spreadsheet provided, review, update, and complete the CTT Promotion Criteria (Tab 1) and Instructor Promotion Criteria (Tab 2) in the spreadsheet attached.
  + How do faculty know about promotional pathways within the faculty title series?
  + Is this information currently described in your Bylaws and/or Primary Unit Criteria and is this information located on a website or intranet that all faculty have access too?
    - Tenured and Tenure-Track
    - Instructors
    - Clinical Teaching Track
* How do faculty know when and how to submit materials for a promotion review?
  + Is this information currently described in your Bylaws and/or Primary Unit Criteria and is this information located on a website or intranet that all faculty have access too?
  + Describe details for each of the faculty title series below.
    - Tenured and Tenure-Track
    - Instructors
    - Clinical Teaching Track
* What materials are faculty required to submit for promotion reviews?
  + Is this information currently described in your Bylaws and/or Primary Unit Criteria and is this information located on a website or intranet that all faculty have access too?
  + Describe details for each of the faculty title series below.
    - Tenured and Tenure-Track
    - Instructors
    - Clinical Teaching Track
* What are the review levels required for promotion reviews?
  + Is this information currently described in your Bylaws and/or Primary Unit Criteria and is this information located on a website or intranet that all faculty have access too?
  + Describe details for each of the faculty title series below.
  + Tenured and Tenure-Track
  + Instructors
  + Clinical Teaching Track
* What is the composition of all review level committees?
  + Is this information currently described in your Bylaws and/or Primary Unit Criteria and is this information located on a website or intranet that all faculty have access too?
  + Describe details for each of the faculty title series below.
    - Tenured and Tenure-Track
    - Instructors
    - Clinical Teaching Track

**Appointment**

* What factors influence the number of faculty positions in your school/college or units?
  + Describe details for each of the faculty title series below.
    - Lecturers-
    - Instructors-
    - Clinical Teaching Track-
    - Tenure and Tenure Track-
* What are the review levels required for appointment?
  + Is this information currently described in your Bylaws and/or Primary Unit Criteria or in policies located on your website?
  + Describe details for each of the faculty title series below.
    - Lecturers
    - Instructors
    - Clinical Teaching Track
    - Tenure and Tenure-Track
* Who participates, in each review level for an appointment?
  + Is this information currently described in your Bylaws and/or Primary Unit Criteria or in policies located on your website?
  + Describe details for each of the faculty title series below.
    - Lecturers-
    - Instructors-
    - Clinical Teaching Track-
    - Tenure and Tenure Track-
* What are your practices and policies regarding administrative appointments for faculty?
  + Do you provide additional pay and/or course releases and/or allocation to service?
  + Describe details for each of the faculty title series below.
    - Lecturers-
    - Instructors-
    - Clinical Teaching Track-
    - Tenure and Tenure Track-

**Multi-Year Contracts**

* Do you offer multi-year contracts for faculty? If yes, why? If no, why?
  + Describe details for each of the faculty title series below.
    - Lecturers-
    - Instructors-
    - Clinical Teaching Track-
* Does a multi-year contract reappointment (or renewal) include a promotional bump?
  + If so, describe the amount range or standard currently used
  + Describe details for each of the faculty title series below.
    - Lecturers-
    - Instructors-
    - Clinical Teaching Track-

**Reappointment**

* At the end of a contract cycle, do you have policies or processes for reappointment, if so what are those for each title series?
  + Is this information currently described in your Bylaws and/or Primary Unit Criteria or in policies located on your website?
  + Describe details for each of the faculty title series below.
    - Lecturers-
    - Instructors-
    - Clinical Teaching Track-
* What are the review levels required for reappointment?
  + Is this information currently described in your Bylaws and/or Primary Unit Criteria or in policies located on your website?
  + Describe details for each of the faculty title series below.
    - Lecturers
    - Instructors
    - Clinical Teaching Track
* Who participates, in each review level for a reappointment?
  + Is this information currently described in your Bylaws and/or Primary Unit Criteria or in policies located on your website?
  + Describe details for each of the faculty title series below.
    - Lecturers-
    - Instructors-
    - Clinical Teaching Track-
    - Tenure and Tenure Track-

**Annual Review**

* On the spreadsheet provided, complete information regarding annual review criteria for CTT Annual Review (Tab 3) and Instructor Annual Review (Tab 4)
* Describe the annual review policies and practices for faculty in each of the title series below.
  + Is this information currently described in your Bylaws and/or Primary Unit Criteria or in policies located on your website?
    - Lecturers-
    - Instructors-
    - Clinical Teaching Track-
    - Tenure and Tenure Track-
* What are the review levels required for annual reviews in the faculty title series below?
  + Is this information currently described in your Bylaws and/or Primary Unit Criteria or in policies located on your website?
    - Lecturers-
    - Instructors-
    - Clinical Teaching Track-
    - Tenure and Tenure/Track-
* Who participates, in each review level?
  + - Lecturers-
    - Instructors-
    - Clinical Teaching Track-
    - Tenure and Tenure/Track-

**Faculty Pay & Benefits**

* What are the established pay ranges for faculty?
  + How have you established those pay ranges?
  + What factors influence those pay ranges?
    - Lecturers-
    - Instructors-
    - Clinical Teaching Track-
    - Tenure and Tenure/Track-
* What attributes are considered when confirming a starting pay amount in each of the faculty title series below?
  + - Lecturers-
    - Instructors-
    - Clinical Teaching Track-
    - Tenure and Tenure/Track-
* Do you have standard promotional pay amount policies, procedures and practices?
  + If so, what are they for each of the faculty titles series below.
  + If the pay amounts are not standardized but are negotiated, describe why and provide the variation range.
  + If not standardized, do the pay amounts vary in relationship to time, between units, or other reasons?
    - Instructor to Senior Instructor
    - Senior Instructor to Principal Instructor
    - Assistant Professor CTT to Associate Professor CTT
    - Associate Professor CTT to Professor CTT
    - Add any other promotional pathways in faculty title series that you have in your school/college
* Do you provide additional pay for faculty?
  + If so, what are your policies and practices and under what circumstance that warrant an additional pay request and how often are additional pays requested for each of the faculty categories below ?
    - Lecturers-
    - Instructors-
    - Clinical Teaching Track-
    - Tenure and Tenure/Track-
* What is your per-course pay rate?
  + Describe details for each of the faculty title series below.
  + Describe any differences between summer for Fall/Spring pay rates
  + Describe any differences based on enrollment numbers
  + Describe any differences based on undergraduate, upper and lower division, and graduate courses.
  + Describe any differences based on the degrees earned of the faculty member teaching the course
    - Lecturers-
    - Instructors-
    - Clinical Teaching Track-
    - Tenure and Tenure/Track-
* How do you utilize your merit pool?
  + Of the pool, what percentage is discretionary and how is it distributed?
  + Describe how you consider merit raises for the faculty title series below.
  + Other considerations?
    - Lecturers-
    - Instructors-
    - Clinical Teaching Track-
    - Tenure and Tenure Track-

**Professional Development**

* Do you provide professional development funding/financial support for faculty?
  + If so, describe funding amounts and the processes and policies that describe that approach for each faculty title series below.
    - Lecturers-
    - Instructors-
    - Clinical Teaching Track-
    - Tenure and Tenure/Track-
* Do you identify or allocate time to pursue and engage in professional development opportunities?
  + If so, describe funding amounts and the processes and policies that describe that approach for each faculty title series below.
  + Describe details for each of the faculty title series below.
    - Lecturers-
    - Instructors-
    - Clinical Teaching Track-
    - Tenure and Tenure/Track-

**Recognition and Awards**

* Do you provide recognition and awards for faculty:
  + If so, what are the award, practices, policies and time frames?
  + Who serves on award selection committees?
  + Describe details for each of the faculty title series below.
    - Lecturers-
    - Instructors-
    - Clinical Teaching Track-
    - Tenure and Tenure/Track-

**Governance and Representation**

What are your School/College’s policies on voting rights for different categories of faculty? What are your school/college’s unit’s policies?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| VOTING RIGHTS\*?  (X in cells that do have voting rights ->) |  | T/TT | CTT | Instructor | Senior Instructor | Lecturer |
| School/College level policy? |  |  |  |  |  |  |
|  | Unit level? |  |  |  |  |  |
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\*Assume “voting rights” as allowed by Regental policy (i.e. only faculty on tenure lines can vote on any tenure-related matters).

* What are your policies on shared governance representation for faculty?
  + - * + Lecturers-
        + Instructors-
        + Clinical Teaching Track-
        + Tenure and Tenure/Track-
* How do you recognize and/or reward faculty service in representative shared governance?
  + - * + Lecturers-
        + Instructors-
        + Clinical Teaching Track-
        + Tenure and Tenure/Track-
* What are your policies and practices for faculty grievances and appeals for?
  + - * + Lecturers-
        + Instructors-
        + Clinical Teaching Track-
        + Tenure and Tenure/Track-

**Facilities & Non-Teaching Equipment**

* What are your policies and processes for providing office space for:
  + - * + Lecturers-
        + Instructors-
        + Clinical Teaching Track-
        + Tenure and Tenure/Track-
* What are your policies and processes for facilities access and usage for:
  + - * + Lecturers-
        + Instructors-
        + Clinical Teaching Track-
        + Tenure and Tenure/Track-
* What are your policies and processes for providing equipment to support non-teaching related activities:
  + - * + Lecturers-
        + Instructors-
        + Clinical Teaching Track-
        + Tenure and Tenure/Track-

**Recruitment, Hiring & Retention**

* What are your recruitment and hiring processes for:
  + - * + Lecturers-
        + Instructors-
        + Clinical Teaching Track-
        + Tenure and Tenure/Track-
* What are your orientation and onboarding practices for:
  + - * + Lecturers-
        + Instructors-
        + Clinical Teaching Track-
        + Tenure and Tenure/Track-
* What systems for ongoing support and retention do you have in place for:
  + - * + Lecturers-
        + Instructors-
        + Clinical Teaching Track-
        + Tenure and Tenure/Track-

**Workload**

* What is the standard service workload for:
  + - * + Lecturers-
        + Instructors-
        + Clinical Teaching Track-
        + Tenure and Tenure/Track-
        + How is the standard service workload determined, assigned, requested, or confirmed for:
        + Clinical Teaching Track-
        + Tenure and Tenure/Track-
    - Do you track, advise, and assist faculty in the amount of service they are engaged in - as assigned to do - and are there individuals assigned to assess, assist and guide faculty?
      * + Lecturers-
        + Instructors-
        + Clinical Teaching Track-
        + Tenure and Tenure/Track-
* Do your instructors have service work expectations?
  + What is your standard approach?
  + If there are expectations, how are these expectations determined and identified as a percentage of time?
  + What percentage of instructors in the unit have these expectations?
  + Why, and under what circumstances, would an Instructor have these expectations included in their workload?
* Do your instructors have scholarly/creative work expectations?
  + What is your standard approach?
  + If there are expectations, how are these expectations determined and identified as a percentage of time?
  + What percentage of instructors in the unit have these expectations?
  + Why, and under what circumstances, would an Instructor have these expectations included in their workload?
* How do you track, address, manage, support, or adjust for, faculty that choose/volunteer to engage in service who do not have a service requirement?
  + - Lecturers-
    - Instructors-
      * + How are the scholarly/creative workload activities and expectations determined for:
        + Instructors-
        + Clinical Teaching Track-
        + Tenure and Tenure/Track-
    - Do you track, advise, and assist faculty in the amount of scholarly/creative activities they are engaged in and are there individuals assigned to assess, assist and guide faculty?
      * + Instructors-
        + Clinical Teaching Track-
        + Tenure and Tenure/Track-