



**Campus Administrative Policy**

**Policy Title: Instructional, Research, And Clinical Faculty Appointments**

Policy Number: 1019      Functional Area: Academic and Faculty Affairs

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Effective: September 1, 2020  
Date Last Amended/Reviewed: January 1, 2015  
Date Scheduled for Review: July 1, 2025  
Supersedes: Campus Policy 1022, Clinical Teaching Track Faculty Appointments, (January 1, 2015)

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Applies to: CU Anschutz  
CU Denver

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**A. INTRODUCTION**

The purpose of this policy is to outline the general requirements for Instructional, Research, and Clinical (IRC) faculty appointments and the processes for appointment, reappointment, and promotion.

This policy applies to faculty in the Clinical Teaching Track and Clinical Practice Series but does not apply to members of the clinical (volunteer) faculty, who are typically community-based, volunteer faculty. In addition, this policy does not apply to individuals with Professional Research Assistant/Associate (PRA) titles, who are covered by Campus Administrative Policy 4011 and Campus Administrative Policy 4025. See Administrative Policy Statement (APS) 5060 for information on faculty titles.

## B. POLICY STATEMENT

School/college/library procedures for the appointment, reappointment, promotion of IRC faculty must follow the requirements stated in this campus administrative policy. The policy applies to the following faculty categories/titles: Clinical Teaching Track, Instructor/Senior Instructor/Principal Instructor, Research Professor series, and Clinical Practice series. IRC faculty members are not eligible for tenure.

### 1. Instructional, Research, and Clinical (IRC) Faculty Appointments

#### a. Clinical Teaching Track (CTT)

- 1) Definition. As defined in APS 5060: “Faculty on the Clinical Teaching Track participate in a broad range of teaching and/or clinical activities and provide service to the university and the community, based upon their clinical obligations. They participate in research and scholarly activities to a limited degree. Clinical Teaching Track faculty are expected to demonstrate continued professional growth in their fields. Each school with Clinical Teaching Track faculty titles may have additional requirements for faculty holding these titles.”

CTT titles include: Instructor, Clinical Teaching Track; Senior Instructor, Clinical Teaching Track; Assistant Professor, Clinical Teaching Track; Associate Professor, Clinical Teaching Track; and Professor, Clinical Teaching Track.

- 2) Time and Effort. Teaching or clinical activity must be the principal activity (at least 51%) of every faculty member with a CTT appointment.
  - (a) On the CU Denver Campus, faculty members must engage in at least 10% time/effort in leadership and service, and 10% in research/creative work or scholarly activities. A typical CTT appointment consists of 80% teaching, 10% service/leadership, and 10% scholarly/creative work.
  - (b) CTT positions are not primarily administrative appointments; any administrative assignment for a CTT faculty member may be included within the leadership/service category or may require a separate contract and a part-time appointment.
  - (c) The distribution of time and effort vary when a faculty member assumes administrative, other service or academic responsibilities.

#### b. Instructor/Senior Instructor/Principal Instructor (non-CTT)

- 1) Definition. Consistent with APS 5060, faculty members holding Instructor, Senior Instructor, and Principal Instructor titles primarily engage in teaching.
- 2) Time and Effort. Although teaching is usually the principal activity of a faculty member with one of the three Instructor ranks, they may also engage to some extent in clinical work, scholarship, and service.
  - (a) Distribution of time and effort may vary when a faculty member

assumes administrative, clinical, or other service or academic responsibilities.

c. Research Professor Series

- 1) Definition. The Research Professor Series includes the following titles: Research Instructor, Senior Research Instructor, Research Assistant Professor, Research Associate Professor, and Research Professor.

Per APS 5060, these titles are held by faculty members whose primary duties are to conduct research, but who are also involved in the instructional program.

The Research Professor series is distinct from the Professional Research Assistant/Associate (PRA) series. See Campus Administrative Policies 4011 and 4025 for policies and procedures related to the Professional Research Assistant/Associate series, as this policy does not apply to PRA titles.

- 2) Time and Effort. Research must be the principal activity of every faculty member in the Research Professor series, with the exceptions for faculty with approved administrative responsibilities.

d. Clinical Practice Series

- 1) Definition. The Clinical Practice Series includes the following titles: Instructor of Clinical Practice, Senior Instructor of Clinical Practice, Assistant Professor of Clinical Practice, Associate Professor of Clinical Practice, and Professor of Clinical Practice. Per APS 5060, these titles are held by faculty members whose duties are focused on patient care.

The Clinical Practice Series does not include members of the clinical (volunteer) faculty, who are typically community-based, volunteer faculty members.

- 2) Time and Effort. Clinical work must be the principal activity of every faculty member in the Clinical Practice series, with exceptions for faculty with approved administrative responsibilities.

2. Procedures for Appointment, Reappointment, and Promotion of IRC Faculty

- a. Each school/college/library will develop a written document that describes the standards and processes for appointment, reappointment, and promotion for IRC faculty and any additional requirements or criteria for each title beyond those described in APS 5060. The document must be approved by the dean/library director and is subject to periodic review (at least every 3-5 years) by the Office of the Provost to ensure compliance with campus and CU System policies. The document must include:

- 1) Standards or criteria for appointment, reappointment, and promotion to each of the IRC titles/ranks.
  - (a) Reappointment depends upon the needs of the academic unit, resource availability, and satisfactory performance of the faculty

member. (See [Campus Administrative Policy 1028](#) for information on the annual performance review process.) Reappointment may result in a new letter of offer. For standards for notice of non-renewal, see [Campus Administrative Policy 1029](#).

- 2) On the CU Denver Campus, procedures for the appointment and promotion for CTT faculty must include the following provisions:
  - (a) Appointment. A search committee, including faculty members, makes an initial recommendation to the chair.<sup>1</sup> If the chair concurs, it will be forwarded to the dean/library director. The recommendation must be reviewed by the provost before it may be submitted to the chancellor for approval.
  - (b) Promotion. The appropriate faculty committee(s) within the school/college review(s) requests for promotion and makes recommendations to the chair.<sup>2</sup> If the chair agrees with a positive recommendation or promotion, it will be forwarded to the dean. The recommendation must be reviewed by the provost before it may be submitted to the chancellor for approval.
- 3) On the Denver Campus, the dean must submit for provost review all recommendations for the appointment, reappointment, and promotion of IRC faculty.
- 4) Final decisions related to appointment, reappointment, and promotion of IRC faculty on both campuses are subject to chancellor approval via the Personnel Matters Report.
- 5) The assigned distribution of time/effort must be articulated in a faculty member's letter of offer. On the CU Denver Campus, any changes to the initial time/effort distribution, as described in the letter of offer, require approval by the dean and the provost. On the CU Anschutz Medical Campus, approval of changes to the initial time/effort distribution must follow school/college policy. In all cases, the annual merit evaluation matrix must align with the assigned distribution.

### 3. Faculty Appeals Process

- a. In the case of a negative decision on reappointment or promotion, an IRC faculty member – within ten working days of receipt of written notice of the negative decision – may request a review by the dean. A review will only be granted on the grounds that the process had procedural or factual errors of sufficient magnitude that they may have affected the decision. The dean must issue a final determination within 30 days.
  - 1) If the dispute involves a dean's decision, the request for review will be referred to an appropriate school/college/library faculty committee, who will issue a recommendation to the dean, but the dean retains authority to uphold the original decision.

## Notes

1. Dates of official enactment and amendments:

2011: Adopted by the Provost.

January 1, 2015: Amended.

May 15, 2018: Reformatted.

September 1, 2020: Revised/reissued by the Chancellors.

2. History:

January 1, 2015: Made clear teaching as primary (more than 50%) requirement.

May 15, 2018: Reformatted to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.

September 1, 2020: Revised to reflect changes required by the implementation of Regent Policy 5C and APS 5060, Faculty Appointments. Further, this policy is expanded to include titles outside the Clinical Teaching Track and is expanded to include CU Anschutz Medical Campus. With these changes, the policy has been renumbered (from 1022) and renamed (see “supersedes” in front matter)

3. Initial Policy Effective Date: 2011

4. Cross References/Appendix:

- CU System Administrative Policy Statement 5060, Faculty Appointments
- Campus Administrative Policy 1028, Non-Tenure Track Faculty Performance Review
- Campus Administrative Policy 1029, Standards for Notice of Non-Renewal for Faculty Other Than Those with Tenured or at-will Appointments
- Campus Administrative Policy 4011, Research Assistant/Associate (PRA) Hiring Process
- Campus Administrative Policy 4025, Research Assistant/Associate (PRA)

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<sup>1,2</sup> In schools and colleges without a department structure, the initial recommendation will be sent to the dean.