



## **Campus Administrative Policy**

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

Policy Number: 1019A      Functional Area: Academic and Faculty Affairs

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Effective: February 8, 2024

Approved by: Roderick Nairn, PhD  
Executive Vice Chancellor for Academic and Student Affairs

Applies to: CU Anschutz

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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. The responsibilities of IRC faculty, as well as the required qualifications for each series and rank, are provided in CU System [Administrative Policy Statement \(APS\) 5060](#).

This campus policy applies to faculty in the Teaching Professor Track, Instructor Track, Clinical Teaching Track, Clinical Practice Track, and Research Professor Track. It does *not* apply to faculty in the Clinical Track, who provide clinical care or engage in public health practice, teaching, or research on a part-time (less than 0.5 FTE) or volunteer basis. In addition, this policy does *not* apply to individuals in the Professional Research Assistant/Research Associate Track, 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 covered by this campus administrative policy (see above) must follow the requirements stated in this policy.

IRC faculty members are not eligible for tenure. They may be given at-will, limited, or indeterminate appointments, according to school/college/library policy. IRC faculty meeting certain requirements may be eligible for multi-year contracts (see [Campus Administrative policy 1027A](#)).

1. 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 is subject to approval by the dean/library director and Executive Vice Chancellor for Academic and Student Affairs. The document must include:
    - 1) Standards or criteria for appointment, reappointment, and promotion to each of the IRC titles/ranks. These standards and criteria should reflect the primary responsibilities of faculty members holding a given title/rank.
      - (a) Continuation of an at-will or indeterminate appointment or reappointment to/renewal of a limited (term) appointment 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.) Renewal of a limited appointment may result in a new letter of offer. For standards for notice of non-renewal for those on limited or indeterminate appointments, see [Campus Administrative Policy 1029](#).

- (b) Nonreappointment/nonrenewal of a limited appointment or exercise of an at-will provision does not constitute termination under these rules.
- 2) Workload expectations must be articulated in a faculty member's letter of offer and be appropriate to their title/rank. Approval of changes to the initial workload must be articulated in an addendum to the original letter of offer. The annual merit evaluation matrix must align with the assigned workload.
- 3) Workload expectations may vary when a faculty member assumes administrative, other service or academic responsibilities.
- 4) Final decisions related to appointment, reappointment, and promotion of IRC faculty are subject to dean/library director approval.

## 2. Faculty Review Process

- a. IRC faculty members do not have formal grievance or appellate rights with respect to termination, nonrenewal, or promotion decisions (the Faculty Senate's Privilege & Tenure Committee does not have jurisdiction); however, in the case of a negative decision on promotion, an IRC faculty member may request a review and reconsideration by the dean.
- b. The request must be submitted in writing within ten working days of receipt of written notice of the negative decision and a review will only be granted on the grounds that there were material procedural errors of sufficient magnitude that they may have affected the decision. A review will not be granted based on a disagreement about merit or accomplishments.
- c. The dean must issue a final determination within 30 days.

## Notes

### 1. History:

- 2011: Adopted by the Provost.
- January 1, 2015: Amended.
- May 15, 2018: Reformatted.
- September 1, 2020: Revised to reflect changes required by the implementation of Regent Policy 5C and APS 5060, Faculty Appointments. Further, this policy was expanded to include titles outside the Clinical Teaching Track and is expanded to include CU Anschutz Medical Campus. With these changes, the policy was renumbered (from 1022) and renamed.
- February 8, 2024: Dual campus policy was recast into separate policies for Denver (1019D) and Anschutz (1019A). The Anschutz Campus policy was further revised to better reflect the needs of the campus.

### 2. 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)

### 3. Responsible Office:

- Office of the Executive Vice Chancellor for Academic and Student Affairs