



**Campus Administrative Policy**

**Policy Title: Standards for Notice of Non-Renewal for Faculty Other Than Those with Tenured or at-will Appointments**

Policy Number: 1029

Functional Area: Academic and Faculty Affairs

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Effective: April 1, 2019  
Date Last Amended/Reviewed: January 9, 2019  
Date Scheduled for Review: June 30, 2024  
Supersedes: Standards for Notice of Non-reappointment of Non-tenured Faculty, July 1 2012

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Responsible Officer: Provost and Executive Vice Chancellor for Academic and Student Affairs

Applies to: CU Anschutz  
CU Denver

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**A. Introduction**

The purpose of this policy is to set the parameters for providing notice of non-renewal for faculty holding other than tenured or at-will appointments at the University of Colorado Denver | Anschutz Medical Campus.

## **B. Policy Statement**

1. Notice of non-renewal or of the intention not to recommend renewal is given in writing to non-tenured faculty holding limited appointments at the level of assistant, associate or full professor. In addition, at the Anschutz Medical Campus, notice is also provided to instructors and senior instructors, other than those with at-will appointments, who spend more than half of their professional time in direct patient care. Non-renewal of a limited appointment is not considered either a dismissal or termination. At-will faculty contracts are not subject to any notice requirements.

### **2. CU Anschutz Medical Campus**

a. At CU Anschutz, the standard for notice of end of employment for those entitled to such notice (see Section B.1. above) shall be:

- 1) Faculty members employed by the University of Colorado for 1 year or less are provided 3-months' notice;
- 2) Faculty members employed by the University of Colorado 1-3 years are provided 6-months' notice;
- 3) Faculty members employed by the University of Colorado more than 3 years are provided 12-months' notice.

If notice is not provided within the required time, the unit shall extend the contract to a date such that the required number of months' notice is provided to the faculty member. Written notice of intent not to renew/reappoint may be provided at any time in the contract period prior to the required period of notice of end of appointment. In the time between the giving of notice and the end of appointment, faculty members are expected to fulfill the requirements and expectations of their employment.

b. For faculty on indeterminate appointments, notice of end of appointment must be provided according to the notice schedule in Section B.2.a, except as specified in the letter of offer.

- c. For those employees designated “at will” by either Colorado statute or university policy or contract, University administrative units are encouraged, but are not required, to provide advance notice of termination.

### 3. CU Denver

- a. A tenure-track faculty member is on probationary status and holds an appointment that automatically expires at the time indicated in his/her letter of appointment. In the case of a negative comprehensive review or tenure review, faculty members are notified in writing that their appointment will be terminated at the end of the academic year following the academic year in which their comprehensive or tenure review was undertaken.
- b. All non-tenure track faculty members at CU Denver who are designated, by Colorado statute, university policy or contract, as “at will” employees are not eligible for any scheduled notice of non-reappointment. However, as a courtesy, University administrators may, but are not required, to provide advance notice of termination.

### **C. Exclusions from this Administrative Policy**

In the case of program discontinuance leading to the termination of tenured or tenure track faculty, Regent Policy 4, Administration and Governance of Academic Units, section 4.1.2, [Policy 4: Academic Organization and Program Planning](#), provides the required notification period.

### **Notes**

1. Dates of official enactment and amendments:

July 1, 2012: Adopted by Provost and Vice Chancellor for Academic and Student Affairs

January 9, 2019: Corrected and revised

2. History:

May 2, 2018: Amended to reflect a 2018 Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university.

January 9, 2019: References verified, minor clarifications made and University branding updated.

3. Initial Policy Effective Date: July 1, 2012

4. Cross References/Appendix:

- [Board of Regents Policy 3B: Officers of the University and Administration;](#)
- [Board of Regents Policy 4, Appendix 4.1, Dismissal of Faculty as a Result of Academic Unit or Degree Program Discontinuance;](#)