ADMINISTRATIVE POLICY STATEMENT

Policy Title: Faculty Appointment Process

APS Number: 5002

APS Functional Area: HUMAN RESOURCES

Brief Description: Describes the procedure for composing letters of offer for faculty.

Effective: March 1, 2017

Approved by: President Bruce D. Benson

Responsible University Officer: Vice President for Academic Affairs

Responsible Office: Academic Affairs

Policy Contact: Vice President for Academic Affairs

Supersedes: Faculty Appointment Process July 1, 2011

Last Reviewed/Updated: March 1, 2017

Applies to: University-wide

Reason for Policy: To comply with Regent Law, Article 5, Part B: Appointment and Evaluation

I. INTRODUCTION

Regent Law 5.B.2 (C) requires that the terms and conditions of faculty appointments be set forth in writing and be in possession of both the university and the appointee, whenever possible, before the appointment is begun. This policy is not intended to address letters of offer for postretirement employment.

II. POLICY STATEMENT

A. Implementation at each campus: The campuses, in collaboration with appropriate faculty governance groups, shall develop and implement their respective policies and procedures for the faculty appointment processes. The Provost/Vice Chancellor for Academic Affairs shall be responsible for the implementation and enforcement of such policies and procedures.

B. All campuses must maintain:

1. Search committee procedures for each faculty title.

2. Offer templates for every faculty title, including:

   a. Type of appointment (tenured, limited, indeterminate, or at-will) and terms and conditions of employment. Contracts for at-will employment shall include an at-will employment statement.

   b. State of Colorado oath for teaching faculty.

d. Link to Article 5.D of Regent Law ("Principles of Academic Freedom").

e. Link to APS 2027: Code of Conduct.

f. Link to Faculty Handbook.

g. Link to benefits information.

III. DEFINITIONS

A. Tenured: appointments that continue until termination by resignation, retirement, or otherwise pursuant to applicable regent laws and policies.
B. Limited: appointments for a specified period of time.
C. Indeterminate: appointments made for an indefinite period of time and whose continuance is dependent upon inclusion in the approved budget and available funding.
D. At-will: appointments made for an indefinite period of time whose continuance is at-will.

IV. INTERPRETATION

Subject to the president's authority to interpret university policies, the system Office of Academic Affairs shall provide interpretive guidance for this policy.

V. HISTORY

- Faculty Appointment – Letters of Proposed Offer and Contracts, February 1, 1979
- Revised August 1984
- Revised July 1, 2011
- Revised March 1, 2017

VI. KEY WORDS

Hiring procedures, letters of offer, faculty contracts