



**ADMINISTRATIVE POLICY STATEMENT**

**Policy Title:** Faculty Appointment Process

**APS Number:** 5002

**APS Functional Area:** **HUMAN RESOURCES**

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<b>Brief Description:</b>	Describes the procedure for composing letters of offer for faculty.
<b>Effective:</b>	March 1, 2017
<b>Approved by:</b>	President Bruce D. Benson
<b>Responsible University Officer:</b>	Vice President for Academic Affairs
<b>Responsible Office:</b>	Academic Affairs
<b>Policy Contact:</b>	Vice President for Academic Affairs
<b>Supersedes:</b>	Faculty Appointment Process July 1, 2011
<b>Last Reviewed/Updated:</b>	March 1, 2017
<b>Applies to:</b>	Universitywide

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**Reason for Policy:** To comply with [Article 5, Part C: Faculty Appointments and Tenure](#) of the Laws of the Regents.

**I. INTRODUCTION**

Regent policy 5.C.1(A) requires that the terms and conditions of every faculty appointment be stated in writing and be in the possession of both the university and the appointee, whenever possible, before the appointment start date. 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.
    - c. Link to administrative policy statement (APS) – [APS 1022: Standards, Processes and Procedures for Reappointment, Tenure, Promotion, and Post-Tenure Review](#).
    - d. Link to Article 5.B: Academic Freedom of the Laws of the Regents (“[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

- Adopted: February 1, 1979, Faculty Appointment – Letters of Offer and Contracts.
- Revised: August 1984 and renamed to Faculty Appointment – Letters of Proposed Offer and Contracts; July 1, 2011 and renamed to Faculty Appointment Process; March 1, 2017; July 1, 2020, updated references to new regent laws and policies.
- Last Reviewed: March 1, 2017.

### VI. KEY WORDS

Hiring procedures, letters of offer, faculty contracts