



APS JUSTIFICATION

Policy Title: Faculty Appointments

APS Number: 5060

APS Functional Area: **HUMAN RESOURCES**

Date Submitted:	November 8, 2022
Proposed Action:	Revision
Brief Description:	This administrative policy statement identifies and defines the different types of faculty appointments and the terms and conditions associated with them.
Desired Effective Date:	July 1, 2023, with a goal of full implementation by January 1, 2024. See implementation details below.
Responsible University Officer:	Vice President for Academic Affairs
Responsible Office:	Office of Academic Affairs
Policy Contact:	Office of Academic Affairs, 303-860-5623
Last Reviewed/Updated:	January 1, 2021
Applies to:	All campuses

Reason for Policy: Identifies types of faculty appointments and approved faculty titles.

I. REASON FOR PROPOSED ACTION

[APS 5060 - Faculty Appointments](#) was adopted March 18, 2020, becoming effective July 1, 2020, with the rollout of the new Regent Article and Policy 5. APS 5060 replaced regent policy 5.L which was rescinded also in 2020. The policy and especially the appendix on Faculty Titles have needed further review and revision since that time. **[A detailed summary of changes is attached to this justification.](#)**

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

Legal, Human Resources, Academic Affairs, Chief Human Resources Officers (CHROs), Educational Policies and University Standards Committee of Faculty Council, Campus Faculty Assemblies

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes? **Yes.** University Counsel has reviewed the revisions to this APS.

IV. FISCAL REVIEW

Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? **Yes.** HR and the campuses will be making updates to reflect changes in faculty titles as specified in APS 5060. See details below.

IMPLEMENTATION

The following tasks are required to implement APS 5060. Many can be done in parallel. A high-level view is three steps in phasing in APS 5060, with the specific goal of full implementation by January 1, 2024.

1. HR and campus preparation
 - a. HR modifies their systems to capture new titles and to note where titles will be removed.
 - b. In parallel with the HR work, the campuses will analyze their current IRC faculty and determine where title changes will be made. These changes will be up to the campuses but should be viewed as title adjustments and not new hires or competition for new titles.
2. Title adjustments
 - a. After the preparation phase, the campuses can implement the titles adjustments.
3. Completion of campus/school/college/department hiring, promotion, and annual evaluation procedures for the new and modified titles.

SUMMARY OF CHANGES

A. Proposed Changes to Policy

Section II.A. Faculty Appointment Classifications

- The Tenured and Tenure-Track faculty classification has an updated description to make it consistent with the corresponding introductory statement in the Tenured and Tenure-Track section in the updated Appendix. Introductory descriptions clarify the primary activities of Tenured and Tenure-Track faculty and briefly highlight tenure standards while also referencing [APS 1022 - Standards, Processes and Procedures for Reappointment, Tenure, Promotion, and Post-Tenure Review](#).
- The Instructional, Research, and Clinical faculty classification has an updated description to make it consistent with the corresponding introductory statement in the updated Appendix. The introductory description states that appointment to an IRC series and track is based on a primary area of responsibility, and that for promotion in a track, faculty must demonstrate excellence in their primary responsibility.

The descriptions for each category of faculty in the Instructional, Research, and Clinical faculty classification have been updated for consistency with the updated appendix and for general clarity. In addition:

- Within the Instructional Series, there is a new faculty track called the Teaching Professor Track in addition to the Instructor Track.
- Faculty primarily engaged in librarianship are referenced in the Instructional Series description.
- Research faculty are under a new Research Series heading.
- The three clinical tracks are retained, but they are collected under a new Clinical Series heading. All titles in this series must have primary activity in health care education, clinical or public health practice, or work in a healthcare or health sciences setting.
- There is a footnote on the IRC Faculty introduction that IRC faculty at Anschutz may have a broader range of responsibilities than is described in this APS and to consult campus policy.

Section II.C. Terms of Appointment

- Descriptions of the four terms of appointment are updated for clarity; however, these definitions will receive further updates in the next year based on requests from shared governance and the system office of academic affairs, specifically:
 - Clarity in the limited and indeterminate definitions.
 - Clarity related to using different terms for similar documents - “letters of offer” versus “employment contracts” versus “employment agreements.”
 - Legal Counsel with support from the office of academic affairs will address these issues after more research.

Section II.D. Reappointment and Promotion

- Language is updated throughout this section to add clarity, particularly in Section II.D.2 on IRC faculty.

- Additional updates are included to ensure consistency with existing and updated statute (effective this year) which allow for multi-year contracts for up to five years for some IRC faculty in certain circumstances.

B. Proposed Changes to Appendix A – Faculty Titles

At the beginning of the Appendix, a new purpose statement for faculty titles has been added.

1. Tenured and Tenure-Track Faculty
 - Revised, expanded introductory description of tenured and tenure-track faculty with reference to APS 1022.
 - Minor rewording and/or rephrasing in the descriptions of each level in the tenured and tenure-track series.
2. The Instructional, Research, and Clinical (IRC) Faculty section is reordered to read in IRC order (previously it went in ICR order). In addition, there is a new introductory description of the IRC category which now specifies circumstances defined in state statute when an IRC faculty member may qualify for a multi-year contract for up to five years. There is also a new Anschutz footnote applicable to the IRC section.

For each category within IRC, there are updates:

- a. The instructional faculty section is re-titled “Instructional Series” and includes an updated introduction defining the series which now has two faculty tracks focused on teaching as the primary activity (see bullets below). The introduction also specifies that both tracks in the instructional series may have a differential workload and specifies the associated components for each track. Finally, the introduction makes clear that campuses have a choice of whether to use one or the other of the tracks, or both.

- The addition of a new “Teaching Professor Track” including three levels - Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor
- The “Instructor Track” is retained, which is the same as what is in current policy as “Instructional Faculty,” and still includes three levels - Instructor, Senior Instructor, and Principal Instructor

The descriptions of each level within tracks are updated with minor rewording and/or rephrasing.

- b. Research Series

- The current policy has “Research Faculty” as a section heading with “Research Professor Series” and “Research Associate Series” subsections. In the updated version, the section is renamed as a “Research Series” and has a revised introductory description with two tracks identified: Research Professor Track and Professional Research Associate/Research Associate Track.
- Research Professor Track
 - This track has a revised, expanded introductory description that includes content previously found in the current policy’s “Research Faculty” introduction.
 - Five levels of this series are specified in some cases with updated titles ranging from “Research Scientist” to “Research Professor.”
 - Descriptions of the levels in this track are not in current policy and have been added in the updated draft.
- Professional Research Assistant/Research Associate Track
 - This track aligns with the “Research Associate” series in the current policy and now includes a short introductory description which the current policy lacks.
 - Descriptions of levels have been revised for clarity.

- c. The three clinical titles are now organized under a “Clinical Series” heading. The Clinical Series retains the track names that are in current policy (see below). Faculty with any of the clinical series titles must have primary activity in healthcare education, clinical or public health practice, or healthcare/health sciences setting.

- Clinical Teaching (C/T) Track –
 - Updates to the description focus on teaching, student supervision/ mentoring, and/or direct engagement specifically in healthcare/health sciences settings.
 - Includes six levels in the track, five of which are in the current policy for the C/T Track. The new level is the “Principal Instructor” level which is added for consistency with the Instructional Series. C/T Track titles range from “Instructor, Clinical Teaching Track” to “Professor, Clinical Teaching Track” with updated descriptions as appropriate to a health-related focus.

- Clinical Practice Track –
 - With minor adjustments, retains introductory description which includes faculty members who are practitioners providing direct clinical care with appointments that are .5 FTE or greater.
 - Includes six levels in the track, five of which are in the current policy for Clinical Practice Track. The new level is the “Principal Instructor of Clinical Practice” level, added for consistency with the Instructional Series. Clinical Practice Track titles range from “Instructor of Clinical Practice” to “Professor of Clinical Practice” with minor updates to descriptions of each.

- Clinical Track –
 - With minor adjustments, retains introductory description which includes faculty members who are practitioners providing teaching, research, or clinical care or who are engaging in public health practice, with appointments that are less than .5 FTE or voluntary.
 - Includes six levels in the track, five of which are in the current policy for Clinical Track. The new level is the “Clinical Principal Instructor” level, added for consistency with the Instructional Series. Clinical Track titles range from “Clinical Instructor” to “Clinical Professor.”
 - Updated descriptions of each level now include consistent focus on “clinical care, public health practice, teaching, or research.” Language in current version is inconsistent across levels.

3. Supplemental Faculty

- a. Contingent Teaching Faculty – This subsection is moved to the beginning of the Supplemental Faculty section in the updated version.
 - In the updated version, the Lecturer description includes clarification that the Lecturer appointment is for faculty hired to teach on a course-by-course and part-time basis. There is additional clarification that Lecturers are non-voting and not tenure-eligible, and retains language that they are at-will.
 - “Senior Lecturer” is a new title category in the updated version intended for lecturers with greater professional expertise and/or experience compared to a Lecturer. The description clarifies that Senior Lecturers are non-voting, not tenure-eligible, and are employees at-will, and that Senior Lecturer is not to be used as a promotional title.
 - This section further clarifies that if a Lecturer or Senior Lecturer is needed long-term, they shall be considered for an appointment in one of the instructor track titles at an appropriate percent appointment.

- b. Faculty in Residence – Descriptions are retained in updated version with minor edits.

- c. Museum Faculty – Descriptions are similar but with edits for clarity. For example, the Museum Curator Adjoint description clarifies that these positions must be involved in instruction.

4. A renamed “Title Modifiers” section in the updated draft reorganizes and consolidates Section D on “Title Prefixes” and Section E on “Faculty Emeritus” in current policy.
 - a. Emeritus/Emerita – No longer in a separate section. Description has been revised to be more thorough and descriptive in updated version.
 - b. Adjunct – Title has been removed as the typical use of Adjunct across the country is contrary to the university’s use and this causes continual confusion in our general communications.
 - c. Adjoint -- Title description is updated to include the option for an Adjoint appointment to be compensated which is consistent with current usage.
 - d. Visiting – Description is the same with minor revisions for clarity and the addition of an option to use “Visiting” for newly hired faculty who are awaiting formal review of their credentials for appointment as associate or full professor, in which case the appointment would not last more than one year. Also specifies that this title is non-voting and at-will.
 - e. Special Visiting Professor – Description is the same with minor revisions for clarity; also specifies that this title is non-voting and at-will.
 - f. Attendant Rank – This title has been removed from the updated version.
 - g. Courtesy – This is a new title with a description to capture an existing scenario where CU faculty have substantial interaction with another CU department/school/college, or campus (for example, through scholarly and creative work, collaborations, or teaching). The courtesy title recognizes this type of connection with the “courtesy” unit.