



ADMINISTRATIVE POLICY STATEMENT

Policy Title: Faculty Appointments

APS Number: 5060

APS Functional Area: **HUMAN RESOURCES**

Brief Description:	This administrative policy statement identifies and defines the different types of faculty appointments and the terms and conditions associated with them.
Effective:	January 1, 2021
Approved by:	President Todd Saliman
Responsible University Officer:	Vice President for Academic Affairs
Responsible Office:	Office of the Vice President for Academic Affairs
Policy Contact:	Office of the Vice President for Academic Affairs, 303-860-5623
Supersedes:	Faculty Appointments, July 1, 2020
Last Reviewed/Updated:	September 1, 2020 (Limited review in 2021 and revisions made related to the Equal Pay Act only)
Applies to:	All Campuses

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

I. INTRODUCTION

This administrative policy statement (APS) identifies and defines faculty appointment classifications and the terms and conditions associated with different types of faculty appointments. Approved faculty titles are provided in [Appendix A](#).

II. POLICY STATEMENT

All faculty appointments shall adhere to the provisions of this APS.

A. Faculty Appointment Classifications

1. **Tenured and Tenure-Track:** Tenured and tenure-track faculty typically engage in teaching, scholarly/creative work, and leadership or service, and where relevant, other activities relative to their specific units (e.g., clinical activity, librarianship). These positions are guaranteed by institutional resources.
2. **Instructional, Research, and Clinical:** Instructional, research, and clinical faculty appointments are for a limited time and depend on specific unit needs and resources.
 - a. **Instructional:** The primary responsibility of instructional faculty is teaching, however, some faculty members in this category may engage in limited service and/or leadership activities as assigned by the unit.
 - b. **Research:** The primary responsibility of research faculty is to conduct research, although some individuals may be involved in instructional programs.
 - c. **Clinical:** Clinical faculty members are focused primarily on direct patient care. Some individuals may participate in scholarship.

3. Supplemental: Includes faculty-in-residence, museum faculty, and contingent teaching faculty.

B. Faculty Titles

1. [Appendix A](#) provides a list of faculty titles that have been approved for use by all campuses.
2. Campuses may develop working titles to accommodate the specific requirements of their disciplines. Working titles do not replace an individual's official faculty job title (as provided in [Appendix A](#)). If a campus elects to use working titles, the campus shall have a policy for approving and assigning working titles and definitions of working titles shall be publicly available. An individual's working title shall be noted in the personnel record.

C. Terms of Appointment

The terms of a faculty appointment shall either be tenured, limited, indeterminate, or at-will.

1. Tenured appointments continue until termination by resignation, retirement, or revocation through applicable regent laws and policies.
2. Limited appointments are for a specified period and are not explicitly at-will.
3. Indeterminate appointments are for an indefinite period of time and their continuance is dependent upon inclusion in the approved budget and available funding.
4. At-will appointments are those where an employee does not have a contractual right, express or implied, to remain in the university's employ and where either the university or employee may terminate the employment relationship without cause, and with or without notice, at any time for any reason.

D. Reappointment and Promotion

1. Tenured and Tenure-Track Faculty

- a. Policies governing the reappointment and promotion of tenured and tenure-track faculty are provided in regent law and policy and elaborated in a separate APS. See [Regent Policy 5.C: Faculty Appointments](#), [Regent Policy 5.D: Reappointment \(to a tenure-track position\), Tenure, and Promotion](#), and [APS 1022 – Standards, Processes and Procedures for Reappointment, Tenure, Promotion, and Post-Tenure Review](#).

2. Instructional, Research, and Clinical Faculty

- a. As specified in [Article 5.C.3: Instructional, Research, and Clinical Faculty](#) of the Laws of the Regents, each campus shall have a policy on the appointment, reappointment, promotion, and termination of instructional, research, or clinical faculty.
- b. [Article 5.C.3: Instructional, Research, and Clinical Faculty](#) of the Laws of the Regents further states that campus policies shall include rights of appeal and associated procedures for instructional, research, and clinical faculty. Specifically, campus policies shall:
 - i. Provide an administrative process for an individual to appeal a decision related to reappointment or promotion. The grounds for filing an appeal shall be clearly stated in campus policy.
- c. Per subsection (C) of [Regent Policy 5.C.3: Instructional, Research, and Clinical Faculty Appointments](#), campuses are encouraged to award multi-year contracts to high performing faculty members in accordance with applicable state law. See [APS 5053 – Multi-Year Contracts for Instructional, Research and Clinical Faculty with Teaching Responsibilities or Librarian Appointments](#) for more information on eligibility and contract requirements.
- d. As stated in [Regent Policy 5.C.3: Instructional, Research, and Clinical Faculty Appointments](#), the terms for promotion, reappointment, and termination of instructional, research, and clinical appointments shall be established in a letter of offer or employment agreement.

- e. Campuses are encouraged to provide mentoring opportunities for Instructional, Research, and Clinical faculty as resources allow.

III. RELATED POLICIES

- [Article 5, Part C: Faculty Appointments and Tenure](#) of the Laws of the Regents.
- [Regent Policy 5.C: Faculty Appointments](#).
- [Regent Policy 5.D: Reappointment \(to a tenure-track position\), Tenure, and Promotion](#).
- [APS 1022 – Standards, Processes and Procedures for Reappointment, Tenure, Promotion, and Post-Tenure Review](#).
- [APS 5053 – Multi-Year Contracts for Instructional, Research and Clinical Faculty with Teaching Responsibilities or Librarian Appointments](#).

IV. HISTORY

- Adopted: March 18, 2020, became effective July 1, 2020 (with the rollout of the new regent article and policy 5 regarding faculty) and replaces regent policy 5.L (which was rescinded July 1, 2020).
- Revised: September 1, 2020; clean-up to Appendix A made on June 1, 2021; September 2, 2021, revised for changes related to the Equal Pay Act and made retroactive to January 1, 2021.
- Last Reviewed: September 1, 2020. (Limited review in 2021 and revisions made related to the Equal Pay Act only)

Appendix A: Faculty Titles

A. Tenured and Tenure-Track Faculty

Tenured faculty members hold continuous appointments. Faculty members in the tenure track typically have limited term appointments, however, in some schools and colleges, tenure-track faculty have limited, indeterminate or at-will appointments.

1. Assistant Professor: Assistant Professors should have the terminal degree appropriate to their field or its equivalent. They should be well-qualified to teach at the undergraduate or graduate levels and possess qualifications for research or scholarship in a special field or clinical discipline.
2. Associate Professor: Associate Professors should have the terminal degree appropriate to their field, considerable successful teaching experience, and promising accomplishment in scholarship or in research. In most cases, the award of tenure accompanies appointment to or promotion to associate professor, with the exception of some schools and colleges on the Anschutz Medical Campus, where promotion and tenure are distinct processes.
3. Professor: Professors (also called “Full Professors”) should have the terminal degree appropriate to their field, and: (a) a record that, taken as a whole, may be judged to be excellent; (b) a record of significant contribution to graduate and undergraduate education, unless individual or departmental circumstances can be shown to require a stronger emphasis, or singular focus, on one or the other; and (c) a record since receiving tenure or promotion to Associate Professor that indicates substantial, significant, and continued growth, development, and accomplishment in teaching, research/creative work, and leadership and service.
4. Distinguished Professor: This title is extended by the Board of Regents to recognize the outstanding contributions of tenured full professors to their academic disciplines. The faculty awarded this title must demonstrate accomplishments in accordance with the following criteria: (a) excellence in the promotion of learning and student attainment of knowledge and skills; (b) distinguished performance in scholarly/creative work; and (c) outstanding leadership and service to the profession and to CU and/or affiliate institutions. The title “distinguished” implies that there will be limited number of faculty members holding this title.

B. Instructional, Research, and Clinical Faculty

1. Instructional Faculty

Instructional faculty members primarily engage in teaching. Individual schools and colleges may require or allow these faculty members to perform scholarly and/or leadership and service activities but must make clear distinctions between faculty in this track and tenure-track Assistant Professors in terms of job qualifications, work assignments or expectations. Instructional faculty members are not tenure-eligible, and their service does not count toward the award of tenure. They are usually employees at-will; however, senior and principal instructors who engage in 50% or more clinical activity may be appointed to limited or indeterminate appointments. Instructional faculty with multi-year contracts, as permitted by state law, shall have limited appointments.

- a. Instructor: Instructors usually have their master’s degree or its equivalent and should be otherwise well-qualified to teach.
- b. Senior Instructor: Senior Instructors usually have at least a master’s degree. They have significant experience in teaching. Generally, the rank of Senior Instructor permits higher recognition and salary than that of Instructor in a given department or unit.
- c. Principal Instructor: Principal Instructors usually have at least a master’s degree. They shall have a record of significant contribution to education. Generally, the rank of Principal Instructor permits higher recognition and salary than that of a Senior Instructor in a given department or unit.

2. Clinical Teaching (C/T) Track Faculty

Faculty on the Clinical Teaching Track participate in a broad range of teaching and/or clinical activities and provide service to the university and the community, based upon their clinical obligations. They participate in research and scholarly activities to a limited degree. Clinical Teaching Track faculty are expected to demonstrate continued professional growth in their fields. Each school with Clinical Teaching Track faculty titles may have additional requirements for faculty holding these titles. Faculty members who hold Clinical Teaching Track titles are not eligible for tenure. Clinical Teaching Track faculty are usually employees-at-will. If Clinical Teaching Track faculty members are engaged in greater than 50% teaching or clinical activity, then they can be on a limited appointment.

- a. Instructor, Clinical Teaching Track: Instructors in the clinical teaching track usually have their master's degree or equivalent in their field and should be well qualified to teach.
- b. Senior Instructor, Clinical Teaching Track: Generally, this title permits higher recognition for higher qualifications or experience and, where applicable, salary than that of instructor in a given department or unit.
- c. Assistant Professor, Clinical Teaching Track: Assistant Professors in the clinical teaching track are expected to have the terminal degree and have some successful teaching experience. They are expected to teach and/or provide clinical care.
- d. Associate Professor, Clinical Teaching Track: Associate Professors in the clinical teaching track must have the terminal degree, be well qualified to teach and/or provide clinical care with considerable demonstrated evidence of successful teaching and demonstrated leadership and service.
- e. Professor, Clinical Teaching Track: Full Professors in the clinical teaching track must have the terminal degree, outstanding accomplishments in teaching, and/or provide clinical care, a record of leadership in the school, and a meritorious leadership and service record.

3. Clinical Track Faculty

Clinical faculty members are practitioners or other professionals who perform teaching, research or clinical services on a part-time (less than 0.5 FTE) or volunteer basis. Those who provide clinical care and maintain an independent health care practice must carry their own malpractice insurance, which covers both their university work as well as their private practice. Clinical faculty are expected to demonstrate continued professional growth in their fields. Each school with clinical faculty titles may have additional requirements for faculty holding those titles. Clinical faculty are not eligible for tenure. These positions are at-will.

- a. Clinical Instructor: Clinical Instructors usually have their master's degree or equivalent and should be otherwise well qualified to teach and have evidence of either clinical or research experience.
- b. Clinical Senior Instructor: Generally, Clinical Senior Instructors permits higher recognition and salary than that of Clinical Instructor in a given department or unit.
- c. Clinical Assistant Professor: Clinical Assistant Professors must have a terminal degree or equivalent and demonstrated professional experience to include teaching, clinical activity or research.
- d. Clinical Associate Professor: Clinical Associate Professors must have a terminal degree or equivalent and demonstrated success in teaching, clinical activity or research.
- e. Clinical Professor: Clinical Professors must have a terminal degree or equivalent and a record that, taken on the whole, is judged to be excellent and indicates substantial, significant and continued growth and development and accomplishment in teaching, research, clinical activity and leadership and service.

4. Clinical Practice Track Faculty

Clinical Practice faculty members are practitioners or other professionals whose duties are focused primarily in direct clinical care and shall be at least 0.5 FTE if their school or college has approved the use of these titles. Faculty members in this track must demonstrate excellence in clinical care and meritorious teaching and are encouraged but not required to participate in scholarship. Each school or college may define additional requirements for appointment or promotion to each rank. Faculty members in the Clinical Practice track are not eligible for tenure. These appointments may be at-will, limited term or indeterminate.

- a. Instructor of Clinical Practice: Instructors of Clinical Practice should have at least a master's degree or equivalent in their field and should be otherwise well qualified as clinicians in their area of specialization and qualified to teach.
- b. Senior Instructor of Clinical Practice: Generally, this title permits higher recognition for higher qualifications or experience and, where applicable, salary than that of an instructor in a given department or unit.
- c. Assistant Professor of Clinical Practice: Assistant Professors of Clinical Practice should have the terminal degree or equivalent, significant clinical experience and some successful teaching.
- d. Associate Professor of Clinical Practice: Associate Professors of Clinical Practice should have the terminal degree or equivalent and demonstrated excellence in clinical practice and successful teaching.
- e. Professor of Clinical Practice: Professors of Clinical Practice should have the terminal degree or equivalent and a record that, taken as a whole is judged to be excellent and that indicates substantial, significant and continued growth and development in clinical practice and teaching.

5. Research Faculty

Faculty members whose primary duties are to conduct research will be given a title within the Research Associate or Research Professor series. Faculty members who are not involved in the instructional program will be appointed within the research associate series; those who are involved in the instructional program will be appointed within the research professor series. All faculty members who carry research titles will be supported by non-general funds.

Faculty appointments to the Research Professor series must be sponsored by an academic primary unit or by research institutes that have been authorized by the campus chancellor to make such appointments. Appointments sponsored by research institutes must be co-sponsored by an academic primary unit that will be a beneficiary of the instructional contributions of the research faculty member. Faculty appointed to the research associate or research professor series are employees-at-will, and they are not eligible for tenure.

a. Research Professor Series

These titles are used for persons with qualifications similar to the Professor, Associate Professor, Assistant Professor, Senior Instructor and Instructor respectively. (See section A of this appendix for descriptions of the academic qualifications for these titles.)

- i. Research Senior Instructor and Research Instructor
- ii. Research Assistant Professor
- iii. Research Associate Professor
- iv. Research Professor

b. Research Associate Series

- i. Professional Research Assistant (PRA): This title is held by individuals competent to carry out research or scholarly work of a quality comparable to that produced by a graduate student in that discipline. Other persons eligible to be considered for appointment to the PRA title would be individuals, such as Graduate Student Teaching Assistants, who possess professional skills and competencies that can be applied to assist the professor directly in the support of the research project. A PRA works in a

collaborative role with the principal investigator and contributes substantively to the investigation and analysis of the project. As a collaborator on the project, the PRA may receive full credit as co-author of publications and technical reports, and shares responsibilities in the research setting. A bachelor's degree or equivalent experience is required for appointment to the Professional Research Assistant title.

- ii. Senior Professional Research Assistant: This title is held by individuals competent to carry out research or scholarly work of a quality comparable to that produced by an advanced Graduate Student Research Assistant. Appointment to this title is regarded as a promotion above the rank of PRA. The master's degree or equivalent experience is required for appointment as a Senior PRA.
- iii. Research Associate: This title is granted to persons holding the doctor's degree or its equivalent and whose academic qualifications may be comparable to the regular faculty ranks of Associate Professor or Assistant Professor.
- iv. Senior Research Associate: This title is granted to persons who, because of demonstrated superior service and performance, are recognized by the university as outstanding researchers in their field. Appointment to this position is to be regarded as a promotion above the existing rank of Research Associate, and may be comparable to the regular faculty rank of Professor.
- v. Faculty Research Associate: Faculty members in the university who are temporarily assigned as "Research Associates" are given this title.

C. Supplemental Faculty

1. Faculty in Residence

- a. Scholar in Residence: This title is given to individuals whose combination of academic background and career expertise in areas of business, industry, law, K-12 education, the arts or government makes them valuable contributors to the undergraduate or graduate curriculum of their primary unit. Scholars in Residence usually hold the terminal degree in their discipline but have spent much or all of their careers outside academia. They are employees-at-will.
- b. Artist in Residence: This title is given to individuals whose career experience as an artist makes them valuable contributors to the undergraduate or graduate curriculum of their primary unit. Artists in Residence usually hold the terminal degree in their discipline but have spent much or all of their careers outside academia. They are employees-at-will.

2. Museum Faculty

- a. Museum Curator: This title refers to regular faculty rostered in the Museum, serving as heads of sections or subsections to oversee collections about which they have scholarly expertise. A Museum Curator is jointly appointed by the Museum and an academic unit.
- b. Museum Associate Curator: This title is used for regularly appointed members of the University of Colorado faculty in a department (other than the Museum) whose research interests would normally associate them with the Museum or who have expertise necessary for the proper identification of collections. This title provides no additional remuneration.
- c. Museum Curator Adjoint: This title is granted to individuals not employed by the University of Colorado. This title provides no additional remuneration. Holders of this title have doctoral degrees or experience that provides equivalent proficiency. Retired faculty from other universities or professionals in industry with competence in areas relevant to the museum may be appointed. Holders of this title are more involved with collections than instruction.
- d. Museum Associate: This title is granted to individuals who have developed competence in some area of the Museum's interest and who are not eligible for other university titles. Museum Associates have the competence sufficient to be at the instructor rank. This title provides no additional remuneration.

3. Contingent Teaching Faculty

- a. Lecturer: Lecturer is the title given to individuals hired to teach on a course-by-course basis. Lecturers are qualified to teach the particular course or courses for which they have been hired. They may have graduate degrees and/or advanced experience in their profession or field of expertise. Lecturers are employees-at-will.

D. Title Affixes

1. Adjoint: The titles Professor Adjoint, Associate Professor Adjoint, or Assistant Professor Adjoint are used to designate individuals, such as employees of the National Institute of Standards and Technology, the National Center for Atmospheric Research, or other agencies or institutions who offer courses or supervise academic programs without compensation above their regular salary. Their academic qualifications should be similar to those of regular faculty in full Professor, Associate, or Assistant ranks. Adjoint Professors have the usual privileges and responsibilities of members of the regular faculty, except that these positions are not tenure-eligible and are at-will.
2. Adjunct: Adjunct faculty status of Professor Adjunct, Associate Professor Adjunct, and Assistant Professor Adjunct is awarded to an individual who previously held the rank of full Professor, Associate, or Assistant at a comparable higher education institution. Adjunct faculty members are hired on a course-by-course, part-time, non-tenure track basis (similar to Lecturers). The title of full Professor, Associate, or Assistant Professor Adjunct will be dependent upon the last rank held by the individual in a comparable institution. If the permanent faculty believes an individual's qualifications and experience warrant an adjunct appointment even though the individual has not previously held a professorial rank, the title of Assistant Professor Adjunct normally would be recommended. These positions are not tenure-eligible and are at-will.
3. Visiting: The designation "visiting" before an academic title indicates that the faculty member has a temporary appointment for a defined period such as an academic year, semester, or summer term. The visiting title should indicate the faculty member's rank at their home institution or planned for at this university. Award of this title does not guarantee future hiring at this university.
4. Special Visiting Professor: This title may be recommended for distinguished persons who are not regular faculty members but who serve the university in some instructional capacity.
5. Attendant Rank: Attendant rank titles are Professor Attendant, Associate Professor Attendant, Assistant Professor Attendant, Senior Instructor Attendant, Instructor Attendant, Museum Curator Attendant, Museum Associate Curator Attendant, Museum Associate Attendant and may be granted to persons holding university administrative or service positions. Those approved for this rank are expected to possess the same scholarly qualifications in a discipline as regular faculty members and to engage in instructional activities without compensation over and above their regular salary. Those attaining this title have the same rights and privileges available to regular faculty members, except that they are not eligible for consideration for tenure.

E. Faculty Emeritus

1. Upon retirement, faculty in the ranks of the Tenured and Tenure Track, Instructional, and Clinical Teaching Track, are eligible to be nominated by their department for the Emeritus distinction. The nomination proceeds according to the usual personnel review process.