



**Campus Administrative Policy**

**Policy Title: Instructional, Research, And Clinical Faculty Appointments**

Policy Number: 1019D      Functional Area: Academic and Faculty Affairs

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Effective: August 1, 2024

Approved by: Michelle A. Marks  
Chancellor, University of Colorado Denver

Applies to: CU Denver

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**A. INTRODUCTION**

The purpose of this policy is to outline the general requirements for Instructional, Research, and Clinical (IRC) faculty appointments and the processes for appointment, reappointment, and promotion.

**This policy** does not apply to members of the clinical (volunteer) faculty, who are typically community-based, volunteer faculty. In addition, this policy does not apply to individuals with Professional Research Assistant/Associate (PRA) titles, who are covered by Campus Administrative Policy 4011 and Campus Administrative Policy 4025. See Administrative Policy Statement (APS) 5060 for information on faculty titles.

**B. POLICY STATEMENT**

School/college/library procedures for the appointment, reappointment, promotion of IRC faculty must follow the requirements stated in this campus administrative policy.

1. Instructional, Research, and Clinical (IRC) Faculty Appointments
  - a. Instructional Series
    - 1) Definition. The Instructor Series includes two Tracks: Teaching Professor Track includes these titles: Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor. Instructor Track includes Instructor, Senior Instructor, and Principal Instructor.
    - 2) Consistent with APS 5060 teaching (and where appropriate, librarianship) is the primary activity of faculty members in the Instructional Series.

- 3) Time and Effort. Teaching Professor Track faculty may engage in scholarly/creative work and service and Instructor Track faculty may engage in service.
  - (a) School/college/library/unit policies should clearly differentiate the roles and requirements for Teaching Professor Track and Instructor Track. These policies may have additional requirements to these titles prepared in consultation with faculty.
  - (b) Distribution of time and effort may vary when a faculty member assumes administrative, clinical, or other service or academic responsibilities.
  
- b. Research Professor Series
  - 1) Definition. The Research Professor Series includes the following titles: Assistant Research Professor, Associate Research Professor, and Research Professor.  
  
Per APS 5060, these titles are held by faculty members whose primary duties are to conduct research, but who may engage in teaching.  
  
The Research Professor series is distinct from the Professional Research Assistant/Associate (PRA) series. See Campus Administrative Policies 4011 and 4025 for policies and procedures related to the Professional Research Assistant/Associate series, as this policy does not apply to PRA titles.
  - 2) Time and Effort. Research must be the principal activity of every faculty member in the Research Professor series, with the exceptions for faculty with approved administrative responsibilities.
  
- c. Clinical Series
  - 1) Depending upon the track, faculty members in the Clinical Series have their primary activity in healthcare education, clinical or public health practice, or work in a healthcare or health sciences setting. This series includes the Clinical Teaching (C/T) Track, the Clinical Practice Track, and the Clinical Track.

#### Clinical Teaching Track (CTT)

- 1) Definition. As defined in APS 5060: “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.”

CTT titles include: Instructor, Clinical Teaching Track; Senior Instructor, Clinical Teaching Track; Assistant Professor, Clinical Teaching Track; Associate Professor, Clinical Teaching Track; and Professor, Clinical Teaching Track.

- 2) Time and Effort. Teaching in healthcare domain or clinical activity must be the principal activity of every faculty member with a CTT appointment.
  - (a) CTT positions are not primarily administrative appointments; any administrative assignment for a CTT faculty member may be included within the leadership/service category or may require a separate written agreement and a part-time appointment.
  - (b) The distribution of time and effort vary when a faculty member assumes administrative, other service or academic responsibilities.

#### Clinical Practice Track (CP)

- 1) Definition. The Clinical Practice Series includes the following titles: Instructor of Clinical Practice, Senior Instructor of Clinical Practice, Assistant Professor of Clinical Practice, Associate Professor of Clinical Practice, and Professor of Clinical Practice. Per APS 5060, these titles are held by faculty members whose duties are focused in healthcare domain.

The Clinical Practice Series does not include members of the clinical (volunteer) faculty, who are typically community-based, volunteer faculty members.

- 2) Time and Effort. Clinical work must be the principal activity of every faculty member in the Clinical Practice series, with exceptions for faculty with approved administrative responsibilities.

## 2. IRC Faculty Appointment, Reappointment, and Promotion Process

- a. Each school/college/library/unit will develop a policy that describes the standards and processes for appointment, reappointment, and promotion for IRC faculty and any additional requirements or criteria for each title beyond those described in APS 5060. The policy must be prepared in consultation with faculty, approved by the dean/library director and the Office of the Provost and is subject to periodic review (at least every 5 years) by the Office of the Provost to ensure compliance with campus and CU System policies. The policy must include:

- 1) Standards or criteria for appointment, reappointment, and promotion to each of the IRC titles/ranks.
  - (a) Appointment. A faculty search committee makes an initial

recommendation to the chair.<sup>1</sup> If the chair concurs, it will be forwarded to the dean/library director for review. If the dean/library director concurs, the recommendation will be forwarded to the provost. The recommendation must be reviewed by the provost before it may be submitted to the chancellor for approval.

- (b) Promotion. The appropriate faculty committee within the school/college/library reviews requests for promotion and makes recommendations to the chair.<sup>2</sup> Adding their own recommendation, the chair then forwards to the recommendation to the dean/library director for review. The dean/library director may further consult with a faculty body. If the dean/library director concurs, the recommendation will be forwarded to the provost. The recommendation must be reviewed by the provost before it may be submitted to the chancellor for approval.
- 2) The dean/library director must submit for provost review all recommendations for the appointment, reappointment, and promotion of IRC faculty.
  - 3) The assigned distribution of time/effort must be articulated in a faculty member's letter of offer or multi-year contract. Any changes to the initial time/effort distribution, as described in the letter of offer, require approval by the dean and the provost. In all cases, the annual merit evaluation matrix must align with the assigned distribution.
  - 4) IRC faculty are eligible to apply for Multi-Year Contract (see, Campus Administrative Policy 1027 Multi-Year Contracts for Instructional, Research, and Clinical Faculty with Teaching Responsibilities or Librarian Appointments.)
  - 5) Procedures for the appointment and Reappointment depends upon the satisfactory performance of the faculty member, needs of the academic unit, and resource availability (See [Campus Administrative Policy 1028](#) for information on the annual performance review process.) Reappointment may result in a new multi-year contract or a letter of offer for an at-will appointment. In cases of non-renewal, the standards for notice of non-renewal, see [Campus Administrative Policy 1029](#) will be followed.

### 3. Faculty Appeals Process

#### IRC Faculty Appeals Process

Prepared in consultation with the faculty, each college, school, or library is required to establish an appeals procedure for IRC faculty members who wish to appeal reappointment or promotion decisions.

1. This process must include the following:
  - a. IRC faculty members have a window of ten working days from the date they receive written notice of a negative reappointment or promotion decision to initiate an appeal.
  - b. Appeals must be based on the assertion that the reappointment or promotion process had significant procedural (i.e., policy violations such as but not limited to academic freedom and non-discrimination or academic unit policies on reappointment or promotion) or factual errors that had a material impact on the final decision.
  - c. Appeals concerning promotion should be centered on employee performance in relation any relevant promotion policies and procedures established by the college, school, library, or primary unit.
2. Faculty members should submit their initial appeals to the dean of their college, school, or library director following established unit-specific procedures.
  - a. Depending on the established processes within the college, school, or library, the dean or library director may choose to refer the appeal to a faculty committee for further evaluation.
  - b. The dean or library director is responsible for acknowledging receipt of appeal materials and outlining the following steps within 10 working days. The dean or library director must provide the faculty member with a decision regarding their appeal within 30 working days of receiving the initial appeal. Additionally, a copy of this decision should be provided to the department chair.
3. If the appeal is not successful at the college, school, and library level, the faculty member has the option to appeal to the provost.
  - a. IRC faculty members have a window of ten working days of receiving the decision of dean or library director to submit an appeal to the provost.
  - b. The dean or library director must provide the provost with copies of all documents considered during the firstlevel appeals process.
  - c. The provost may consult a faculty body when making a decision. The provost should receive the consent of the faculty member filing the appeal before seeking consulting a faculty body.
  - d. The provost is responsible for acknowledging receipt of appeal materials and outlining the process within 10 working days. The provost must issue a decision on the appeal within 30 working days of receiving it from the faculty member. A copy of this decision should also be shared with the dean or the library director.
  - e. The decision made by the provost is considered final and concludes the appeals process.

## Notes

1. History:
  - Initial Policy Effective Date: 2011
  - January 1, 2015: Made clear teaching as primary (more than 50%) requirement.
  - May 15, 2018: Reformatted to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.

- September 1, 2020: Revised to reflect changes required by the implementation of Regent Policy 5C and APS 5060, Faculty Appointments. Further, this policy is expanded to include titles outside the Clinical Teaching Track and is expanded to include CU Anschutz Medical Campus. With these changes, the policy has been renumbered (from 1022) and renamed (see “supersedes” in front matter)
- June 11, 2024: APS 5060 streamlined the faculty titles, introduced Teaching Professor Track and limited the use for “Clinical” titles to truly “clinical” work. The revised 1019 reflects these changes in APS 5060. It was also decided to split this policy from Anschutz campus and will be numbered 1019D in response.

2. Cross References/Appendix:

- [CU System Administrative Policy Statement 5060, Faculty Appointments](#)
- [Campus Administrative Policy 1028, Non-Tenure Track Faculty Performance Review](#)
- [Campus Administrative Policy 1029, Standards for Notice of Non-Renewal for Faculty Other Than Those with Tenured or at-will Appointments](#)
- [Campus Administrative Policy 4011, Research Assistant/Associate \(PRA\) Hiring Process](#)
- [Campus Administrative Policy 4025, Research Assistant/Associate \(PRA\)](#)

3. Responsible Office(s):

- Office of Faculty Affairs, Office of the Provost and Executive Vice Chancellor for Academic and Student Affairs

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<sup>1</sup> In schools and colleges without a department structure, the initial recommendation will be sent to the dean.