A. INTRODUCTION

As defined in Regent Policy 5.L: “Faculty members who hold Clinical Teaching Track titles are not eligible for tenure...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.”

The purpose of this policy is to outline the general requirements for Instructional...
Research, and Clinical teaching track faculty appointments and the processes for appointment, reappointment, and promotion and other actions concerning clinical teaching track (CTT) faculty at CU Denver.

This policy applies to faculty in the Clinical Teaching Track and Clinical Practice Track, but does not apply to faculty in the Clinical Track, members of the clinical (volunteer) faculty, who are. Faculty in the clinical track 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 Instructional, Research, and Clinical (IRC) faculty must follow the requirements stated in this campus administrative policy. The policy applies to the following faculty categories/titles: Clinical Teaching Track, Instructor/Senior Instructor, Research Professor series, and Clinical Practice series. IRC faculty members are not eligible for tenure.

1. Instructional, Research, and Clinical (IRC) Faculty Appointments
   a. 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 or clinical activity must be the principal activity (at least 51%) of every faculty member with a CTT appointment.

         (a) On the CU Denver Campus, faculty members must engage in at least 10% time/effort in leadership and service, and 10% in research/creative work or scholarly activities. A typical CTT appointment consists of 80% teaching, 10% service/leadership, and 10% scholarly/creative work.

         (b) 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 contract and a part-time appointment.

(c) The distribution of time and effort vary when a faculty member assumes administrative, other service or academic responsibilities.

b. Instructor/Senior Instructor (non-CTT)

1) Definition. Consistent with APS 5060.

2) Instructor and Senior Instructor titles are often held by faculty members whose primary duty is teaching, however they are not precluded from engaging in clinical activities and/or scholarship. At the School of Medicine, Instructors and Senior Instructors may be engaged in teaching, clinical work and/or scholarship.

3) Parameters for Time and Effort of CTT Appointments.

4) Teaching must be the principal activity of every CTT appointment. A typical appointment would consist of 80% teaching, 10% service/leadership and 10% research/creative work or scholarly activity. CTT faculty members should engage in at least 51% of time/effort in teaching, and at least 10% time/effort in leadership and service, and 10% in research/creative work or scholarly activities. Deviations from these parameters must be approved by the supervising dean and the Provost.

5) 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 contract and a part-time CTT appointment.

2) The annual merit evaluation matrix for CTT faculty (typically 80% teaching, 10% service/leadership and 10% research/creative work or scholarly activity) must align with the assigned distribution of time/effort (e.g. 80/10/10). Teaching must be the principal activity of every CTT appointment. Time and Effort. Teaching is usually the principal activity of a faculty member with an Instructor or Senior Instructor appointment, but they may also engage to some extent in clinical work, scholarship, and service.

(a) At the School of Medicine, Instructors and Senior Instructors may be engaged in teaching, clinical work and/or scholarship.

(a) Distribution of time and effort may vary when a faculty member assumes administrative, clinical or other service or academic responsibilities.

a. Any changes in the initial time/effort distribution, as described in the letter of offer, require approval by the dean and the Provost.

b. 

c. Research Professor Series

1) Definition. The Research Professor Series includes the following titles:
Research Instructor, Senior Research Instructor, Research Assistant Professor, Research Associate Professor, and Research Professor.

Per APS 5060, these titles are held by faculty members whose primary duties are to conduct research, but who are also involved in the instructional program.

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.

d. Clinical Faculty: Clinical Practice Series

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 on patient care.

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. Procedures for Appointment, Reappointment, and Promotion of IRC Faculty

2. Appointment and Promotion Processes

a. Each primary unit will develop a written document that describes the criteria for appointment to each of the CTT ranks, as well as promotions to higher ranks. The primary unit criteria must be approved by the dean and the Provost. No CTT faculty may be hired in a unit until it has approved criteria in place.

a. Each school/college/library will develop a written document that describes the standards and processes for appointment, reappointment, and promotion within the CTT title series for IRC faculty and any additional requirements or criteria for each title beyond those described in Regent policy APS 5060. The document, which must be approved by the dean/library director and is subject to periodic review (at least every 3-5 years) by the Office of the Provost to ensure compliance with campus and CU System policies. The document must include:

1) Standards or criteria for appointment, reappointment and promotion to each of the CTT/IRC titles/ranks, as well as promotions to higher ranks. The primary unit criteria must be approved by the dean and the-
Provost. No CTT faculty may be hired in a unit until it has approved criteria in place.

(a) Reappointment depends upon the needs of the academic unit, resource availability, and satisfactory performance of the faculty member. (See Campus Administrative Policy 1028 for information on the annual performance review process.) Reappointment may result in a new letter of offer. For standards for notice of non-renewal, see Campus Administrative Policy 1029.

1) -

2) On the CU Denver Campus, procedures for the initial appointments and promotion for CTT faculty into the CTT series must include the following provisions:

(a) Appointment. A search committee, including faculty members, makes an initial recommendations to the chair.1 If the chair concurs, it will be forwarded to the dean/library director. TCU/directorCU The recommendation must be reviewed by the provost. If they agree, the dean forwards the recommendation to the provost who, if in agreement, sends the recommendation to the chancellor for approval before it may be submitted to the provost for final approval.

(a) -

(b) Procedures for promotions within the CTT series. The appropriate faculty committee(s) within the school/college review(s) requests for promotion and makes recommendations to the dean. If the chair agrees with a positive recommendation or promotion, it will be forwarded to the dean. The recommendation must be reviewed by the provost before it may be submitted to the chancellor for approval. If the provost agrees, the dean forwards the recommendation to the provost who, if in agreement, sends the recommendation to the chancellor for final approval.

3) On the Denver Campus, the dean must submit for provost review all recommendations for the appointment, reappointment, and promotion of IRC faculty.

4) Final decisions related to appointment, reappointment, and promotion of IRC faculty on both campuses are subject to chancellor approval via the Personnel Matters Report.

2)5) In the School of Medicine, an application for promotion is reviewed first by the department chair and department advisory committee; this recommendation is then forwarded to the SOM Faculty Promotions Committee for review. If the Faculty Promotions Committee supports promotion, this recommendation is then forwarded to the dean and then the provost, as outlined above. The assigned distribution of time/effort must be articulated in a faculty member’s letter of offer.
Except in the School of Medicine, on the Denver Campus, any changes to the initial time/effort distribution, as described in the letter of offer, require approval by the dean and the provost. On the CU Anschutz Medical Campus, approval of changes to the initial time/effort distribution must follow school/college policy. In all cases, the annual merit evaluation matrix must align with the assigned distribution.

Any changes in the initial time/effort distribution, as described in the letter of offer, require approval by the dean and the provost.

3. Faculty Appeals Process

a. In the case of a negative decision on reappointment or promotion, an IRC faculty member – within ten working days of receipt of written notice of the negative decision – may request a review by the dean. A review will only be granted on the grounds that the process had procedural or factual errors of sufficient magnitude that they may have affected the decision. The dean must issue a final determination within 30 days.

1) If the dispute involves a dean’s decision, the request for review will be referred to an appropriate school/college/library faculty committee, who will issue a recommendation to the dean, but the dean retains authority to uphold the original decision.

Notes

1. Dates of official enactment and amendments:

   2011: Adopted by the Provost
   January 1, 2015: Amended.
   May 15, 2018: Reformatted Modified.
   July 1, 2020: Revised Modified.

2. History:

   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 charted policy statements organized around the several operational divisions of the university.
   July 1, 2020: Revised Modified to reflect changes required by the rescission of Regent Policy 5L and implementation of Regent Policy 5C and Administrative Policy Statement 5060. Policy was extended to cover CU Anschutz Medical Campus as well.

3. Initial Policy Effective Date: 2011

4. Cross References/Appendix:
   • Regent Policy 5L, Policy on Approved Faculty Titles Administrative Policy Statement 5060
In schools and colleges without a department structure, the initial recommendation will be sent to the dean.