

CRITERIA, STANDARDS AND EVIDENCE FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION FOR THE INSTRUCTIONAL, RESEARCH, AND CLINICAL FACULTY

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INTRODUCTION

This document defines and describes the roles, rights, and responsibilities of Instructional, Research, and Clinical (IRC) Faculties within the Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences (hereafter Johnson Beth-El) at the University of Colorado Colorado Springs. The diversification of teaching needs within Johnson Beth-El requires support for the diversity of faculty roles within the four missions: teaching, scholarly works, practice, and service.

The APS5060, Faculty Appointments, outlines the faculty titles approved for each of the following faculty appointments for Instructional, Research, and Clinical Faculty.

I. IRC FACULTY DEFINITIONS

A. Instructional Faculty

Instructional faculty members participate in teaching and service activities and are not eligible for tenure. Faculty ranks in the instructional faculty consist of Instructor, Senior Instructor, and Principal Instructor.

B. 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 given a title within the research professor series. Non-general funds will support all faculty members who have research titles.

Faculty appointments to the Research Professor series must be sponsored by an academic primary unit or by research institutes that the campus chancellor has authorized to make such appointments. Appointments sponsored by research institutes must be co-sponsored by a primary academic 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.

C. Clinical Faculty

1. **Clinical Practice:** Clinical practice is the application of clinical knowledge to diverse populations in a variety of settings. Practice is broadly defined; practice roles for faculty may include direct client interaction, consultant, practice administrator, or other functional roles. Practice models may include: various practice environments (e.g., nursing centers, health & wellness centers, orthopedic rehabilitation centers, joint appointments with external agencies); practice roles (e.g., practitioner, administrator, consultant); specialty practice arrangements encompassing all types of clinical expertise in nursing, health sciences, and human performance (e.g., community health, health and wellness promotion, orthopedic rehabilitation, high-performance training, nutrition consultation, primary care, midwifery services, clinical specialties, international health); and administrative approaches including volunteer, collaborative, revenue-generating, and contractual service modes. Clinical practice incorporates biophysical and/or psycho/social assessment and intervention.

2. **Clinical Teaching (C/T) Track Faculty:** Faculty members on the clinical teaching track (C/T) participate in a broad range of teaching and/or clinical activities and provide service to the department, college, university, and community. Clinical teaching track faculty are not eligible for tenure and are generally on an at-will appointment. Clinical Teaching Track faculty members engaged in greater than 50% teaching or clinical activity may be on a limited appointment.

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. Clinical faculty are not eligible for tenure and are on an at-will appointment.

II. FACULTY APPOINTMENTS

Appointments of applicants are based on preparation and experience relevant to the position designated. UCCS recognizes three types of appointments: Limited, Indeterminate, and At-will (UCCS Policy: 200-027). The initial appointment process for IRC faculty follows the process outlined in UCCS Policy: 200-027. The campus may award letters of intent or multi-year contracts following UCCS policies and will be based on faculty performance, department/college needs (e.g., academic program viability), and the availability of funds. An initial letter of appointment is given to the applicant in accordance with UCCS policies and procedures. The applicant's written agreement to the terms of the letter completes the appointment except for final Board of Regents approval.

III. FACULTY ORIENTATION

Refer to Johnson Beth-El Faculty Employee Guide.

IV. FACULTY WORKLOADS

A. Typical Faculty Workload Distribution

The typical faculty workload distribution for IRC (clinical teaching track) faculty is 40% teaching 20% service, and the remaining 40% divided between research and clinical practice depending on the faculty member's clinical obligations; however, this workload may be adjusted further according to the employment contract.

The typical faculty workload distribution for IRC (instructional) faculty is 80% teaching and 20% service; however, this workload may be adjusted according to the employment contract. An 80% teaching workload is equivalent to 24 credit hours per year.

B. Differentiated Workload

IRC faculty workloads may vary from the typical teaching, scholarship, service, and clinical practice formula when the needs of the academic unit and of the faculty member justify it. A differentiated workload might be appropriate to allow a faculty member to develop new curriculum, take on administrative duties in the department, college, or campus, etc. The department chair should ensure that what constitutes a 100% workload is equitable among all faculty members in the unit.

Each year, department chairs are expected to meet with each IRC faculty member, discuss annual evaluations and determine if there are any changes in workload expectations for the next year, which will be documented in a Faculty Responsibility Statement (FRS). The FRS identifies the proportion of effort by the faculty in 1) teaching, 2) service, 3) scholarship, and/or 4) clinical practice. This statement is negotiated by the individual and the Department Chair and approved by the Dean for a specified period. If a faculty member re-negotiates workload, then a proportional evaluation reflecting that workload will be used. Differentiated workloads need to be documented by the faculty member and department chair and approved by the Dean of the College and will be evaluated based on actual percentages of the differentiation.

V. RIGHTS AND BENEFITS

IRC faculty members with a 50% or more appointment will be eligible to participate in University benefits programs consistent with other faculty appointments (i.e., health/life insurance programs and retirement benefits [excluding the University Supplemental Annuity Program], sick leave, vacation, and faculty governance). Each faculty person will attend a general UCCS orientation. In addition, they will meet with the Human Resources department and will be oriented on aspects of policy and employee benefits. IRC expectations, and job responsibilities will be determined by the Department Chair with input from the faculty working in the new faculty member's discipline.

VI. ANNUAL PERFORMANCE REVIEW

The annual performance review process follows the department, Johnson Beth-El College, University, and System procedures. The review for IRC faculty includes evaluation in each field of their respective position duties. Annual performance review is used for consideration of annual reappointment of all IRC faculty. Annual performance review is used as one component

for promotion consideration for IRC faculty. For all promotion criteria, the rating determination is based on the average of the ratings at all levels of review (self, peer, and department chair).

VII. NON-CONTINUATION OF APPOINTMENT

Non-reappointment, termination, suspension, or dismissal of IRC faculty will follow the terms stated in the faculty member's contract, the policies and procedures that are outlined in the CU System Faculty Handbook, and applicable Regent Laws, Regent Policies, CU System Administrative Policy Statements and UCCS Policies.

VIII. EVALUATION PROCEDURES FOR IRC (INSTRUCTIONAL) FACULTY

All IRC (Instructional) Faculty will have an at-will appointment, unless otherwise indicated in their contract. Instructional faculty with at least a 0.5 FTE teaching load and a record of "Exceeding Expectations" may be eligible for a contract up to three years as permitted by CU or UCCS policies, applicable state law, and available financial resources.

- A. Reappointment: Appointments can be renewed subject to satisfactory performance and availability of state or other sources of funding. As stated in the letter of offer templates, faculty should receive a Notification of Intent to Continue or a Notification of Non-continuation for the following academic year no later than June 1st of the current year. Evaluation of IRC faculty is based on the established criteria for their department in their Annual Performance Review document.
- B. Promotion: The Department Chair will review a submitted portfolio and write a letter to the Dean that outlines the teaching abilities and teaching successes of the Instructional Faculty.
 1. The Department Chair must discuss and provide specific evidence that the faculty member has the potential for continued excellence in teaching.
 2. The Department Chair will discuss the contributions to the Department, College, and University related to service.
 3. The Department Chair will make a recommendation for promotion to the Dean.
 4. The Dean will communicate their decision to the Faculty member, Department Chair, College Finance and Accounting Manager, and college human resources liaison via email.

IX. CRITERIA FOR INITIAL APPOINTMENT TO RANK IRC (INSTRUCTIONAL) FACULTY

A. Instructor

1. Minimum of a master's degree
2. Evidence of successful teaching experience, clinical or academic (preferred)
3. Minimum of two years of experience (subject to department requirements) in the field
4. Certification/licensure/registration in relevant practice area as applicable

B. Senior Instructor

1. Meets the requirements of the Instructor.

2. Demonstration of special expertise, initiative, and creativity in teaching and/or clinical contributions.
3. Minimum of 4 years of academic teaching experience.

X. CRITERIA FOR REAPPOINTMENT OF IRC FACULTY

Reappointments will be based on annual performance reviews and reappointment contracts issued by June 1 or the next day of business if this date falls on a weekend. IRC faculty must receive a minimum of “Meeting Expectations” on their annual performance evaluation as outlined in the Johnson Beth-El College of Nursing and Health Sciences annual performance review procedure.

XI. CRITERIA FOR PROMOTION: INSTRUCTOR TO SENIOR INSTRUCTOR

The guidelines set forth below aim to ensure that the promotion from Instructor to Senior Instructor is meaningful for both the faculty member and the College. The promotion from Instructor to Senior Instructor will entail greater expectations and expanded opportunities for the faculty member. Reappointment is not dependent upon promotion to Senior Instructor. Thus, an Instructor who is denied promotion to Senior Instructor may continue their employment as an Instructor.

To be considered for promotion from Instructor to Senior Instructor, IRC faculty must meet the following criteria:

- A. Be employed at UCCS as an Instructor in the Johnson Beth-El College of Nursing and Health Sciences at ≥ 0.5 FTE, for a combined minimum of four years (e.g., 4yrs at 1.0 FTE, 5yrs at 0.8 FTE, 8yrs at 0.5 FTE). Time towards this can be negotiated at the time of initial appointment as permitted by CU or UCCS policies.
- B. The Instructor must have achieved the rating of “Exceeding Expectations” or “Outstanding” for at least two of the preceding four years of annual performance reviews in teaching based on the average of the ratings at all levels of review. If service/leadership activities are included in the instructors’ appointment, they should have received at least “Meeting Expectations” in the category of service/leadership over the last four years. Criteria for ratings of “Meeting Expectations”, “Exceeding Expectations”, or “Outstanding” are outlined in their departmental annual performance review guidelines.

XII. CRITERIA FOR PROMOTION: SENIOR INSTRUCTOR TO PRINCIPAL INSTRUCTOR

The guidelines set forth below aim to ensure that the promotion from Senior Instructor to Principal Instructor is meaningful for both the faculty member and the College. The promotion from Senior Instructor to Principal Instructor will entail greater expectations and expanded opportunities for the faculty member. Reappointment is not dependent upon promotion to

Principal Instructor. Thus, a Senior Instructor who is denied promotion to Principal Instructor may continue their employment as a Senior Instructor.

To be considered for promotion from Senior Instructor to Principal Instructor, IRC faculty must meet the following criteria:

- A. Be employed at UCCS as a senior instructor in the Johnson Beth-El College of Nursing and Health Sciences at ≥ 0.5 FTE, for a combined minimum of three years (e.g., 3yrs at 1.0 FTE, 4yrs at 0.8 FTE, 6yrs at 0.5 FTE). Time towards this can be negotiated at the time of initial appointment as permitted by CU or UCCS policies.
- B. The Senior Instructor must have achieved the rating of “Exceeding Expectations” or “Outstanding” for at least two of the preceding three years of annual performance reviews for teaching. If service/leadership activities are included in the instructors’ appointment, they should have received at least “Meeting Expectations” in the category of service/leadership over the three years. Criteria for ratings of “Meeting Expectations”, “Exceeding Expectations” or “Outstanding” are outlined in their departmental annual performance review guidelines.

XIII. EVALUATION PROCEDURES FOR IRC (CLINICAL TEACHING TRACK) FACULTY

Clinical Teaching Track faculty generally have at-will appointments. Appointments can be limited if they are engaged in greater than 50% teaching or clinical activity. Appointments can be renewed subject to satisfactory performance and availability of state or funding sources. As stated in the letter of offer, faculty should receive a Notification of Intent to Continue or a Notification of Non-continuation for the following academic year no later than June 1st of the current year.

- A. Initial Appointment Review: For initial appointments to Associate or Full Professor, a complete application, including curriculum vitae (documenting experience in clinical setting), letters of recommendation, and other related materials (such as student evaluations of previous teaching experience, examples of research/scholarship activities, faculty interview data, and teaching presentation) will be reviewed by an ad-hoc committee of C/T faculty at Johnson Beth-El (In the absence of sufficient number of C/T faculty to constitute a committee, tenured/tenure-track faculty will make up the remainder of the committee), a recommendation for rank will then be forwarded to the Dean of Johnson Beth-El for action.
- B. Reappointment: Reappointments will be based on annual performance review and reappointment contracts issued by June 1st or the next day of business if this date falls on a weekend. C/T faculty must receive a minimum of ‘meeting expectations’ on their annual performance review.
- B. Promotion: Promotion depends on meeting the criteria for the next rank and the annual performance review ratings.

- C. While all C/T faculty members are encouraged to consider promotion, promotion may not be a required condition for continued employment. All faculty members who are promoted will receive a salary increase as established by campus-wide policy.

XIV. CRITERIA FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION REVIEW IN CLINICAL TEACHING TRACK

Faculty seeking appointment, reappointment, and/or promotion in the C/T at the Assistant level or above will be reviewed in four areas: 1) teaching, 2) service, 3) scholarly works, and/or 4) clinical practice, dependent upon the faculty contract or current Faculty Responsibility Statement (FRS).

The C/T appointment criteria and the annual performance review ratings frame the review process for appointments, retention, and promotion, and provides a guide for faculty self-evaluation and planning. If a faculty member has questions about the criteria or the review process or if they would like their progress toward promotion reviewed, they should consult with the Department Chair and Associate Dean for Academic Affairs and Operations.

INSTRUCTOR (C/T)	SENIOR INSTRUCTOR (C/T)	ASSISTANT PROFESSOR (C/T)	ASSOCIATE PROFESSOR (C/T)	PROFESSOR (C/T)
		reviewed journals 6) Documented evidence of involvement in professional/and or community organizations 7) Recognized professional competence as appropriate to the areas of academic and clinical function	recognition for scholarly, scientific, or creative contributions 5) Documented evidence of leadership in professional/and or community organizations 6) Recognized professional competence and/or certification as appropriate to the areas of academic and clinical function and/or teaching	certification as appropriate to the areas of academic and clinical function and/or teaching

B. CRITERIA FOR PROMOTION FOR CLINICAL TEACHING (C/T) TRACK FACULTY

1. PROMOTION TO SENIOR INSTRUCTOR

To be considered for promotion from Instructor to Senior Instructor, C/T faculty must first meet the following criteria:

- a. Has met the initial appointment requirements for Senior Instructor.
- b. Be employed at UCCS as an Instructor in the Johnson Beth-El College of Nursing and Health Sciences at ≥ 0.5 FTE, for a combined minimum of four years (e.g., 4yrs at 1.0 FTE, 5yrs at 0.8 FTE, 8yrs at 0.5 FTE). Time towards this can be negotiated at the time of initial appointment as permitted by CU or UCCS policies.
- c. The Instructor must have achieved the rating of “Exceeding Expectations” or “Outstanding” for at least two of the preceding four years of annual performance reviews in teaching. If service/leadership, practice, or research/creative work activities are included in the instructors’ appointment, they should have received at least “Meeting Expectations” in the categories over the last four years. Criteria for ratings of “Meeting Expectations”, “Exceeding Expectations”, or “Outstanding” are outlined in the departmental annual performance review guidelines.

1. PROMOTION TO ASSISTANT PROFESSOR – CLINICAL TEACHING TRACK

To be considered for promotion from Senior Instructor to Assistant Professor, C/T faculty must first meet the following criteria:

- a. Has met the initial appointment criteria for an Assistant Professor.
- b. The Senior Instructor must have achieved the final annual performance review rating of “Exceeding Expectations” or “Outstanding” for at least two of the preceding three years of annual performance reviews.

2. PROMOTION TO ASSOCIATE PROFESSOR– CLINICAL TEACHING TRACK

To be considered for promotion from Assistant Professor to Associate Professor, C/T faculty must first meet the following criteria:

- a. Has met the initial appointment criteria for an Associate Professor.
- b. The Assistant Professor must have achieved the final annual performance review rating of “Exceeding Expectations” or “Outstanding” for at least three of the preceding four years of annual performance reviews.
- c. The evaluation for promotion to Associate Professor is based on the activities and progress the candidate has made since the appointment date to the rank of Assistant Professor.

4. PROMOTION TO PROFESSOR– CLINICAL TEACHING TRACK

To be considered for promotion from Associate Professor to Professor, C/T faculty must first meet the following criteria:

- a. Has met the initial appointment criteria for a Professor.
- b. The Associate Professor must have achieved the final annual performance review rating of “Exceeding Expectations” or “Outstanding” for at least two of the preceding three years of annual performance reviews.
- c. The evaluation for promotion to Professor is based on the activities and progress the candidate has made since the appointment date to the rank of Associate Professor.

XV. CRITERIA FOR PROMOTION FOR CLINICAL FACULTY

- A. Has met the academic qualifications of the title as outlined for the title in APS5060.
- B. Has achieved the final annual performance review rating of “Exceeding Expectations” or “Outstanding” for at least two of the preceding years of annual performance reviews in the current title. The timeline for promotion is four years for an initial change in title (promotion) and three years for each subsequent level of promotion.

XVI. CRITERIA FOR PROMOTION FOR RESEARCH FACULTY

- A. Has met the academic qualifications of the title as outlined for the title in APS5060.
- B. Has achieved the final annual performance review rating of “Exceeding Expectations” or “Outstanding” for at least two of the preceding years of annual performance reviews in the current title. The timeline for promotion is four years for an initial change in title (promotion) and three years for each subsequent level of promotion.

XVII. PROCESS TO INITIATE A REVIEW FOR PROMOTION (All IRC Faculty)

- A. The College HR Coordinator will notify eligible IRC faculty by June 1st that they are eligible for promotion based only on years of service.
- B. The faculty member is responsible for determining if they believe they meet the remaining established criteria for promotion and determines their intent to apply for a promotion review.
- C. The faculty member will provide a written request for a promotion review (email is sufficient) to the Department Chair and College HR Coordinator by September 1st.
- D. The faculty member will compile the portfolio requirements for the promotion request and must submit the portfolio, via Watermark, to the Department Chair by October 1st.
- E. The Department Chair will review the promotion portfolio and prepare a letter to the Dean summarizing the review and recommendation by November 1st.
- F. Any change in rank or salary related to the promotion review will be effective July 1st of the following year.
- G. The portfolio for the promotion request shall include:
 - 1. Personal statement (two-page limit) summarizing their professional development for the years required by the level of promotion. The statement should include a discussion of each area of performance identified in the individual’s workload.
 - 2. Electronic copies of the annual performance review portfolios (documents that the department requires for annual review) for the years required by the level of promotion.

XVIII. APPEAL PROCESS

- A. IRC faculty may appeal a negative decision related to reappointment or promotion within ten working days of receipt of written notice of the negative decision.
 - 1. The appeal must be based on the grounds that the process had procedural or factual errors of sufficient magnitude that they materially impacted the decision.
 - 2. Reappointment appeals shall be based on employee performance and anticipated department needs.
 - 3. Promotional appeals shall be based on employee performance as related to the promotional criteria set forth in the APS 200-027 policy and this college policy.
- B. The initial appeal shall be remitted to the Dean of Johnson Beth-El.
 - 1. The Dean shall refer the appeal to an ad-hoc committee of three peer IRC faculty for review and recommendation.
 - 2. The Dean shall provide the faculty member with a decision on the appeal within 45 days of the initial appeal being received by the dean. The Dean shall provide the department chair with a copy of the decision.
- C. If the appeal is denied at the college level, the faculty member may appeal to the Provost.
 - 1. The Dean shall provide to the Provost copies of all documents considered and produced in the college appeals process.
 - 2. The faculty member may provide additional information within the limitations of section II.F.1 of UCCS Policy 200-027.
 - 3. The Provost may, with the permission of the faculty member filing the appeal, consult with the Faculty Assembly IRC committee for advice in reaching a decision.
 - 4. The Provost shall provide the faculty member with a decision on the appeal within 30 days of receiving the appeal from the faculty member. The Provost shall provide the Dean with a copy of the decision.
 - 5. The faculty member may appeal the decision of the Provost to the Chancellor within 30 days of receiving the Provost's decision. The Provost will provide the Chancellor with all documentation. The Chancellor shall provide a decision to the faculty member within 30 days of receipt of the appeal and shall provide the Provost and dean with a copy of the decision.

XIX. TERMINATION

- A. Limited appointments: At the conclusion of a limited appointment, the IRC faculty may be reappointed to another limited appointment, may be converted to an at-will appointment, or the limited appointment may expire in accordance with the initial appointment.
- B. Indeterminate appointments: Faculty on indeterminate appointments may be terminated subject to availability of continued funding and inclusion in the approved budget and other applicable university policy.
- C. At-will appointments: At-will employment is subject to termination by either party at any time. Best practices in terminations of at-will Instructional faculty may be found in UCCS Guidelines: Lecturer, Instructor, and Senior Instruction Rights and Responsibilities (v. 2.0 revised 1/2017).

RELATED POLICIES

- APS 5060: Faculty Appointments, <https://www.cu.edu/ope/aps/5060>

- APS 5053: Multi-Year Contracts for Instructional, Research and Clinical Faculty with Teaching Responsibilities or Librarian Appointments, <https://www.cu.edu/ope/aps/5053>
- UCCS Policy 200-022: Multi-Year Contracts for Instructional, Research, and Clinical (IRC) Faculty , [200-022.pdf \(uccs.edu\)](https://uccs.edu/policies/200-022.pdf)
- UCCS Policy 200-027: Instructional, Research, and Clinical Faculty Appointment, Reappointment, Promotion, and Termination, <https://vcaf.uccs.edu/sites/g/files/kjihxi1631/files/inline-files/200-027%20IRC%20Faculty%20Appointment%20Reappointment%20Promotion%20and%20Termination%20%28APPROVED%29.pdf>
- UCCS, Johnson Beth-El Annual Review Documents: [Y:\ALL - College Documents\Annual Performance Evaluation Docs](#)