

Several proposals relating to Non-Tenure Track Faculty were approved by Faculty Council at the April 3, 2018 meeting, and when ratified by the Board of Governors, will become effective and will change the Academic Faculty & Administrative Professional Manual.

This short summary explains the proposals, and outlines what departments will need to do in response.

1. Faculty Governance is expanded for Non-Tenure Track Faculty

A motion introduced by the Committee on Faculty Governance (CoFG) was passed that allows the faculty members of specialized standing committees to vote in Faculty Council as ex-officio members. Since the Committee on Non-Tenure Track Faculty (CoNTTF) is currently the only specialized committee, this increases NTF representation on Faculty Council from a single representative (the chair of CoNTTF) to nine representatives (one from each College and one from the Libraries).

Actions required of departments or colleges: none
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2. Appointment Types for Non-Tenure Track Faculty are changing

A motion introduced by the Committee on Responsibilities and Standing of Academic Faculty (CoRSAF) was passed that makes several changes:

A. The types of appointment that a faculty member may hold are changing.

The current appointment types:

- **Regular Full-Time** (for tenured/tenure-track faculty working at 100% FTE)
- **Regular Part-Time** (for tenured/tenure-track faculty, at least 50% but less than 100% FTE)
- **Senior Teaching** (for non-tenure-track faculty who have earned this appointment)
- **Special** (for general non-tenure-track faculty)
- **Temporary** (one year or less at 50% or more FTE, or without time limit for less than 50% FTE)
- Other appointment types (transitional, joint, faculty affiliate, visiting faculty)

The NEW appointment types:

- **Tenured** (for tenured faculty, both full-time and part-time)
- **Tenure-Track** (for pre-tenure faculty on the tenure track, full-time and part-time)
- **Contract** (for non-tenure-track faculty employed on multi-year contracts)
- **Continuing** (for non-tenure-track faculty employed on an open-ended, at-will basis)
- **Adjunct** (one year or less at 50% or more FTE, or without time limit for less than 50% FTE)
- Other appointment types (no changes)

The goal was to make appointment types better reflect how a faculty member is employed, so policies that vary by type of employment could be clearly delineated in the Manual.

H.R. will be implementing these new appointment types, and employees will need to be transitioned into the new types over time. The transitions that were envisioned during the design are as follows:

- Tenured faculty will be transitioned to **Tenured** appointments at the same rank.
- Pre-tenure faculty will be transitioned to **Tenure-Track** appointments at the same rank.
- Faculty on Senior Teaching appointments who hold Instructor rank should be transitioned to a **Contract** or **Continuing** appointment at the *Senior Instructor* rank. Faculty on Senior Teaching appointments who hold a rank above *Instructor* should be transitioned to a **Contract** or **Continuing**

appointment at their current rank or converted to a higher rank, as appropriate. Such employees currently on contracts should transition to **Contract** appointments, and those without contracts may be converted to **Continuing** appointments, or may be offered contracts and converted to **Contract** appointments.

- Faculty on Special appointments that have multi-year contracts should be transitioned to **Contract** appointments, and those who are employed at-will should be transitioned to **Continuing** appointments. While it is not required to promote faculty when their appointments are converted, this may be an appropriate time to consider whether a promotion is warranted.
- Temporary faculty members should be transitioned to **Adjunct** appointments.

It is NOT the intent that faculty members be stuck in either the "Instructor track" or the "Professor track". For example, a faculty member could be promoted from *Senior Instructor* to *Associate Professor*, as department or college standards allow.

Any changes to appointment type should preserve the faculty member's accumulated service time with respect to advancement toward tenure or toward a review for possible promotion.

Actions required of departments or colleges: Work with H.R. representatives to begin transitioning employees into the new appointment types, and take the opportunity to consider offering contracts to some faculty members currently employed on an at-will basis.

B. Two additional ranks were added to allow for promotional pathways for non-tenure track faculty.

<i>Instructor</i>	
<i>Assistant Professor</i>	<i>Senior Instructor</i>
<i>Associate Professor</i>	<i>Master Instructor</i>
<i>Professor</i>	

Current ranks are unchanged, but new *Senior Instructor* and *Master Instructor* ranks have been added to allow a promotional path for faculty members who, based on departmental or college policies, would not be eligible for a rank that carries the "professor" designation (for example, faculty members without terminal degrees, or whose effort distributions do not align with the requirements of an Assistant Professor rank).

NOTE: A faculty member's title may be independent of either rank or type of appointment. For example, a faculty member with rank of *Instructor* might have a title of "Clinical Professor" or "Lecturer".

CoRSAF will begin work shortly on guidelines for evaluating faculty for possible promotion to the new ranks. The intent is that Non-Tenure Track Faculty would be able to advance in rank along either track as they grow professionally, in accordance with college and departmental policies.

Actions required of departments or colleges: Include the new ranks in consideration of faculty for possible promotion, and review or discuss college and department policies (written and unwritten) regarding eligibility requirements for each rank.

C. Requirements for notification for faculty on Contract appointments

Faculty on **Contract** appointments will have multi-year contracts, as allowed by Colorado state law (which allows contracts of up to 3 years for teaching, up to 5 years for research). "Multi-year" implies a contract term of at least 2 years.

At least one year prior to the ending date of a contract, one of the following must occur:

- The faculty member may be offered a new multi-year contract, set to begin when their current contract ends, that extends their employment for 2 or more years (subject to the limitations on contract length set by the state).
- The faculty member may be told (in writing) by the department head and college dean that their contract may be allowed to expire. This does not prevent the department or college from offering the faculty member a new contract at any time before their current contract expires, but it does give the faculty member fair warning that their contract may not be renewed, and allows that faculty member time to seek other employment.

A faculty member on a **Contract** appointment whose contract expires without being renewed is NOT terminated. They are simply converted to a **Continuing** appointment on an at-will basis. Termination of an employee on a **Continuing** appointment would follow the process currently defined by the office of the Provost, and requires the ultimate approval of the President.

Actions required of departments or colleges: As faculty are transitioned into Contract appointments, begin providing the required notifications.

D. Non-Tenure Track can request a Contract appointment after 10 semesters

If a faculty member has been on a **Continuing** appointment for 10 or more semesters they can submit a formal request (in writing) to be transitioned to a **Contract** appointment. The department head can approve or deny such a request, but must respond in writing if the request is denied, with rationale.

Actions required of departments or colleges: Consider such requests when received.

E. Professional development opportunities are extended to Non-Tenure Track

If a faculty member has been on a full-time **Contract** or **Continuing** appointment for at least 12 semesters, that faculty member becomes eligible for funding for release time to pursue professional development (in the spirit of Sabbatical leave for tenured faculty). The faculty member can request such release time (in writing) from their department head, and the request will be forwarded through the dean to the Provost, who will make the decision and respond (in writing) to the faculty member.

Actions required of departments or colleges: Forward such requests to the Provost when received.

F. Department codes must specify voting rights

Department and College codes **MUST** specify voting rights of all faculty on **Contract**, **Continuing**, and **Adjunct** appointments.

The standard expectation (provided in the manual as a guideline, not a requirement), is that faculty on **Contract** and **Continuing** appointments

"...have voting rights in the governance of their department and college, with the exception of decisions relating to tenure, and will be eligible to serve on departmental and college committees."

No standard expectation is given for **Adjunct** faculty.

Actions required of departments or colleges: Review codes to ensure voting rights are specified.

If you have questions about these changes or want more information about how to incorporate them, feel free to contact your College representative on CoNTTF. Representatives are listed at <http://nttf.colostate.edu/>.