

## Campus Administrative Policy

**Policy Title:** Multi-Year Contracts for Instructional, Research, and Clinical Faculty with Teaching Responsibilities or Librarian Appointments

**Policy Number:** 1027D      **Functional Area:** Academic and Faculty Affairs

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**Effective:** August 1, 2024

**Approved by:** Michelle Marks  
Chancellor, University of Colorado Denver

**Applies to:** CU Denver

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### A. INTRODUCTION

House Bill 12-1144, which was amended by Senate Bill 23-048, allows state institutions of higher education to offer term employment contracts (hereafter referred to as "Multi-Year Contracts") of up to five years to faculty who are not tenured or on the tenure track and (1) hold a librarian appointment of .5 FTE or greater, or (2) hold a .5 FTE or greater classroom and/or online teaching appointment. CU System Administrative Policy Statement (APS) 5053, "Multi-Year Contracts for Instructional, Research and Clinical Faculty with Teaching Responsibilities or Librarian Appointments and Research Appointments" requires each campus to have a process for the review and approval of multi-year contracts. This policy outlines a selection and approval process for these multi-year contracts for both teaching faculty and librarians.

### B. POLICY STATEMENT

Purpose. The purpose of limited multi-year contracts is to retain excellent teaching faculty and librarians who are not tenured or on the tenure track. On occasion, with the approval of the dean and the provost (for faculty) or library director and provost (for librarians), multi-year contracts may also be used as an incentive to attract excellent teaching faculty or librarians who have a proven track record elsewhere.

#### 1. Contracts for Teaching Faculty

- a. Eligibility. Beyond the criterion of a .5 FTE or greater classroom and/or online teaching appointment, faculty offered multi-year contracts must have a record of *highly effective teaching* as defined by the primary unit. Each primary unit shall adopt specific criteria for the demonstration of a record of

highly effective teaching, in line with APS 1009, Multiple Means of Teaching Evaluation, or shall use the criteria provided below in Section b. These criteria must be developed the primary unit faculty approved by the dean, and must be incorporated into primary unit policy or bylaws. In colleges, where a policy or bylaws contain a definition of highly effective teaching and the criteria or measures that will be used to verify achievement of this competency, a primary unit faculty can select to use it, rather than developing its own.

- b. Institutional Definition and Measures of Highly Effective Teaching. Until primary units, schools, or colleges develop definitions and measures of highly effective teaching, the following institutional definition and measures may be used.

Highly effective teaching means teaching that is current in content and focused on student learning and mastery of the knowledge and skills encompassed by the course. Effective teachers engage students and provide learning experiences/assignments that help students expand their understanding of the subject and engage in analysis and critical thinking, not just rote memorization.

Measures of effective teaching can be found in course syllabi, assignments, and other course materials; in student evaluations—Faculty Course Questionnaires or equivalent and written or oral student testimonials—from current students and/or recent graduates, in peer evaluations, and in pedagogical presentations and publications that explicate the faculty member’s teaching techniques and approaches. It may also be found in the record of students mentored and taught by the candidate.

- c. Process. Multi-year contracts might be awarded to faculty with “highly effective teaching” with department (or functional equivalent) chair’s assessment, dean’s final approval, and provost’s concurrence. There are three processes through which a faculty can be awarded a multi-year contract.
1. *Dossier process:* Any faculty, including incoming faculty, can submit the department/program a letter of 1,000 words or less specifying their qualifications to meet “highly effective teaching” and a dossier describing their teaching skills and achievements and providing evidence/measures of highly effective teaching (including summaries of student evaluations). The department (or functional equivalent) chair submits their assessment with the candidate’s letter to the dean for final decision.
  2. *FAR process:* Faculty with three years or more experience at CU Denver with 0.5 or greater appointment can submit a letter of 1,000 words or less specifying their qualifications to meet “highly effective teaching” and request the department (or functional equivalent) chair to review their material submitted through FAR in the last three years.

The chair submits their assessment with the candidate's letter to the dean for final decision.

3. *Promotion process*: Faculty who are going through a promotion review, or were promoted within the last three years, can submit a letter of 1,000 words or less specifying their qualifications to meet "highly effective teaching," and request the department (or functional equivalent) chair to review their promotion dossier. The chair submits their assessment with the candidate's letter to the dean for final decision.

## 2. Contracts for Librarians

- a. Eligibility Beyond the criterion of a .5 FTE or greater appointment, librarians offered multi-year contracts must have a record of *highly effective librarianship* as defined by the library director and faculty in the section below.
- b. Institutional Definition and Measures of Highly Effective Librarianship The following institutional definition will be used:

Librarianship involves a broad spectrum of activities related to information access. Library faculty are specialists with skills and experiences collectively contributing to the goals of the library and mission of the University. Highly effective performance is indicated by outstanding knowledge and abilities in the deployment of these skills which may include, but are not limited to: dedication to meeting the information needs of library users; expertise in selection, management and evaluation of knowledge resources; creation of new advances in the application or design of technologies for information access and delivery; innovation in administration and financial stewardship; significant collaboration in support of University educational, research and institutional goals; and exceptional and innovative instruction on an individual or group level.

Measures of effectiveness are found in annual merit evaluation policies of the Auraria .

- c. Process. Multi-year contracts are awarded with the faculty member's department head's recommendation, director's final approval and provost's concurrence. There are three processes through which a librarian can be awarded a multi-year contract.
  1. *Dossier process*: Any librarian, including incoming librarian, can submit the department head a letter of 1,000 words or less specifying their qualifications to meet "highly effective librarianship" and a dossier describing their librarianship skills and achievements and providing evidence/measures of highly effective librarianship. The department head submits their assessment with the candidate's letter to

the director for final decision.

2. *FAR process:* Librarians with five years or more experience at CU Denver with 0.5 or greater appointment can submit a letter of 1,000 words or less specifying their qualifications to meet “highly effective librarianship” and their department head to review their materials submitted through FAR in the last three years. The department head submits their assessment with the candidate’s letter to the director for final decision.
3. *Promotion process:* Librarians who are going through a promotion review, or were promoted within the last three years, can submit a letter of 1,000 words or less specifying their qualifications to meet “highly effective librarianship,” to their department head who submits their assessment with the candidate’s letter to the director for final decision.

## **C. TERMS OF THE CONTRACT**

1. Any multi-year contract offered to teaching faculty must follow the requirements of APS 5053 and must be developed using the template provided by the Vice President for Academic Affairs and Office of University Counsel. To be valid, all contracts must be signed by the dean/director and the provost or designee.
2. A faculty member on a multi-year contract may be terminated for cause, as noted in the contract
3. A faculty member who was denied a multi-year contract may continue in their position as provisioned in the Letter of Offer (LOO) and can apply for a multi-year contract in the future, if desired.
4. In the last term of their multi-year contract, a faculty member may be considered for another multi-year contract. The decision depends upon more than the faculty member’s/librarian’s performance. Fiscal, programmatic, and other considerations may affect whether or not a subsequent multi-year contract will be offered.
5. Faculty member may appeal termination, denial, or nonrenewal of a contract following the processes specified in CAP 1019 Instructional, Research, and Clinical Faculty Appointments.
6. The first contract offered to an IRC faculty member cannot be longer than 3 years.

## **NOTES**

1. History:
  - Original Effective Date: July 1, 2014
  - July 1, 2014: Adopted by the Provost and superseded Multi-Year Contracts
  - August 9, 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.

- July 1, 2020: Revised to reflect changes to system-level policy.
- August 1, 2024: Revised in alignment with APS 5053 and APS 1009. This revised version removed restrictive language related to MYCs, provided clarification of the review process, and extended maximum time frame. This revision process was done in collaboration with shared governance, IRC Advisory Committee, University Counsel, HR, Deans, and other leadership. It was also decided to split this policy from Anschutz campus and has been numbered 1027D in response.

2. Cross References/Appendix:

- [1019D Instructional, Research, and Clinical Faculty Appointments](#)
- [System APS #1009 “Multiple Means of Teaching Evaluation”](#)
- [System APS #5053 “Multi-year Contracts for Instructional, Research, and Clinical Faculty with Teaching Responsibilities or Librarian Appointments”](#)

3. Responsible Office(s):

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