

Administrative Council Meeting Minutes
October 21, 2024, 4:00:00 PM

Agenda

- Open Discussion

Dean Keith Molenaar began the meeting at 4:00 p.m.

New Office of Faculty Affairs (OFA) Deadlines
Amy Javernick

Policy and Process for the Reappointment of Scholars in Residence in the College of Engineering and Applied Science of Teaching Professor Series Faculty and the

DRAFT: April 28, 2024, October 21, 2024

1. References

CU system: [Adm](#) [ack Faculty](#)

[in Teaching and Librarian Positions](#) effective February 11, 2022

2. Policy

According to [CU Boulder campus policy](#), individual units are responsible for setting the criteria for reappointment and promotion of the non-tenure-track faculty in their unit, including Teaching Professor rank¹ faculty and Supplemental Faculty (e.g., Faculty in Residence). The Dean or the Dean's designee (hereafter called "the Dean") has final approval authority for unit reappointment and promotion policy, process, and criteria documents.

The CU System, Campus, and College of Engineering and Applied Science (CEAS) standard for promotion is that Teaching Professor Series faculty demonstrate excellence in their primary duty (teaching) and meritorious performance in their other assigned duties (which may include leadership and service and limited creative/scholarly work). Up to three years' credit towards promotion, based on previous academic service, may be awarded at the time of initial appointment in the position of Assistant Teaching Professor. The number of years of credit toward promotion must be stated in the initial letter of offer.

Teaching Professor Series faculty holding the position of Assistant Teaching Professor will normally be considered for promotion to the rank of Associate Teaching Professor, after a period of six years of continuous appointment at the rank of Assistant Teaching Professor in a 50% or greater appointment. Teaching Professor Series faculty holding the position of Associate Teaching Professor who have been exemplary teachers and appointments of the university or

submit the completed dossier and a draft offer letter as a separate document to HR office.

The submitted materials to ensure that they are complete, meaning that all required items are included. The reappointment and promotion checklist is included in the

¹ The CU Boulder campus transitioned from Instructor-rank faculty to Teaching Professor rank faculty as defined in the 2023 revision of APS 5060. This document refers to Teaching Professor ranks of Assistant Teaching Professor (formerly Instructor), Associate Teaching Professor (formerly Senior Instructor), and Teaching Professor (formerly

dossier template provided on the [CEAS Non-](#)

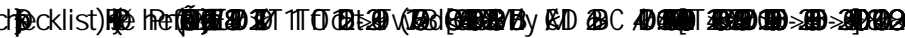
The Teaching Professor First Level Review Committee (TP-FLRC) is the non-tenure-track faculty (Teaching Professor Series) equivalent of the existing First Level Review Committee that evaluates tenure-track faculty reappointment, promotion, and tenure cases. The TP-FLRC only reviews proposed promotions to the rank of Teaching Professor and will continue as an ad hoc committee until the CEAS College Rules are changed to designate it as a standing committee. The committee is constituted as follows:

- CEAS rostered faculty members who hold the rank of Teaching Professor are eligible to serve on the TP-FLRC;
- Annual nominations will be sought from all units in the CEAS with one or more rostered Teaching Professors;
- The Dean will appoint four members to the committee, with three-year appointments staggered to ensure continuity of knowledge and process;

Procedures:



1. The CEAS Faculty Development & Recruitment Specialist (FDRS) will serve as the staff administrator for the committee. This includes scheduling committee meetings, assigning cases to reviewers, and developing and distributing the annual committee notebook that includes the CEAS process and unit policy, process, and criteria documents used for guidance during the review process.
2. As with all Teaching Professor Series reappointment and promotion actions, the CEAS HR office reviews the dossier for completeness (to ensure that the contents include all required items from the Teaching Professor dossier checklist).



Policy and Process for the Reappointment of Scholars in Residence in the College of Engineering and Applied Science of Teaching Professor Series Faculty and the

DRAFT: April 28, 2024, October 21, 2024

1. References

CU system: [Administrative Policy Statement \(APS\) 5060](#), effective July 1, 2023

CU Boulder Campus: [Titles, Roles, Appointment, Evaluation and Promotion of Non-Tenure-Track Faculty in Teaching and Librarian Positions](#), effective February 11, 2022

2. Policy

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Teaching

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**Annual Report/Evaluation of Students
(New Graduate School Report)**

An annual report/evaluation must be completed at least prior _____.

From the Graduate School:

We are asking that yearly evaluation of doctoral students begin this coming academic year (beginning Fall 2024).

conflict or a disparity of expectations occurs between advisor and advisee

In such cases, the following procedures should be followed:

- x The DGS or graduate program assistant should reach out to the Graduate School informally to discuss the situation and address any concerns. The DGS should then write a formal letter of recommendation for dismissal to the Dean of the Graduate School that summarizes previous evaluations and plans the outcomes or results of such plans

d. Appeal of Dean's Dismissal Decision

If the unit's recommendation is based on the student's cumulative GPA or failing a comprehensive or final examination twice and the procedures referenced in the above sections were followed, the student may not appeal the Dean's decision. These are academic decisions rendered by an academic program that can be properly judged only by specialists with content-area expertise.

If the recommendation is based on factors other than the cumulative GPA or second failure of an examination, the student may request that the Dean of the Graduate School reconsider their dismissal decision. The request for reconsideration should be made within 15 business days of the issuance of the Dean's decision. The student may provide any additional information for the Dean's consideration, and the Dean will review and issue a final written decision to the student within 15 business days. Any dismissal is to be effective for the upcoming semester (will not be effective midsemester) and dismissal will be noted on the transcript.

VI. Avenues for Addressing Non-Academic Matters

suspension and expulsion for academic dishonesty are considered academic sanctions and can only be placed by SCCR.

Research Misconduct The University of Colorado's definition of [research misconduct](#) includes a number of categories. Alleged violations should be reported to the Boulder campus Research Integrity Officer.

Discrimination and Harassment: Any allegation of protected class discrimination or harassment, sexual assault or other forms of sexual misconduct, intimate partner violence (including dating or domestic violence), stalking, etc. or related retaliation must be reported to the [Office of Institutional Equity and Compliance \(OIEC\)](#), whether raised by the student or by the graduate program.