

Administrative Council Meeting Minutes

August 31, 2026 | 4:00 - 5:00 PM

Agenda

- New Member Introductions
- Announcements and Brief Updates
- ARPAC Process Update
- Faculty Advancement Policy Updates (Vote)
- Tenure-Track Faculty Hiring Discussion
- Professional Rights and Responsibilities (PRR) Discussion
- Hands-On Learning Facility Initiatives
- Mid-Semester Faculty and Staff Listening Sessions
- Faculty and Staff Professional Development Initiatives
- SEL Structure, SEL/other trainings, Learning Circles, Staff Leadership Group
- Open Discussion

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

New Member Introductions

Administrative Council Members

- Bri-Mathias Hodge, Interim Department Chair, ECEE
- John Evans, Department Chair, AES
- Sriram Sankaranarayanan, Department Chair, CS
- Wendy Martin, Associate Dean for Digital Education
- Daniel Moorner, Interim Director, Engineering Management Program
- Carrie Ann Ngai, Chair, Engineering Staff Council
- Daniel Riffell, Chair, Faculty Governance Council

Announcements and Brief Updates

Introduction of Bhavna Chhabra, new Senior Director for Strategic Industry Partnerships. In this role, Bhavna will help shape a focused portfolio of high-impact industry partnerships that connect education, research, innovation, workforce development and external investment across the college.

Offer to Attend Unit Meetings: If you would like Keith to attend a unit meeting, please contact Meagan.

SimplifyCEAS: Currently working with ESC and FGC to measure progress to date and invite another round of input later this fall.

CEAS HR Policy Updates: The HR team is updating the Hybrid Work, Relocation, and Staff Teaching policies for this AY, which will generally be minor, but will require conversations at the unit levels before formal approval.

HR Blueprint: CEAS will embark on the [HR Blueprint Process](#) this year:

- Planning: September 2026 – June 2027
- Readiness: December 2026 – September 2027
- Implementation: July – September 2027

Campus Values Timeline and College Discussion: The campus plans to finalize the [Campus Values](#) in late October and will then develop a communication plan outlining how they will be implemented and used across the university.

Staff Goal Setting: Thank you for turning in your staff performance reviews on Aug 24. Goal Setting for this AY performance planning is due September 30. Please note the [new campus format](#).

Boulder SAFE App: Please encourage all new students and employees to download [Boulder SAFE App](#).

ARPAC Process

CEAS will be going through the [Academic Review and Planning Advisory Committee](#) (ARPAC) process this year. Twelve units will be reviewed – AES, CEAE, CS, ChBE, ECEE, ME, EMP, ATLAS, BME, EVEN, IDE, & Herbst. Units should watch for orientation invitations as the process begins.

Our newer programs, such as ENED and ROBO, will be reviewed in the future once they have more graduates. Campus is also planning to develop a separate process for interdisciplinary programs that span multiple colleges, including MSE, MSDS, Engineering Physics, IBE, and others.

Faculty Advancement Policy Updates

Amy presented three Faculty Advancement policy updates that have been discussed with leadership over the spring and summer. Policy updates are required to align with campus updates. A council vote was needed so that units could update and align policies this fall. *See attached policies*

- Teaching Professor Reappointment – *the council voted unanimously in favor of the policy.*
- Interim CEAS Policy for Teaching Professor and SIR Reappointment and Promotion - *the council voted unanimously in favor of the policy.*
 - Note that the existing criteria will be held in place for this year while the units develop and vote on their new criteria this year.
- Interim CEAS Faculty Salary Policy - *the council voted unanimously in favor of the policy.*
 - CEAS policy will remain interim while [campus's policy](#) is also interim.

Tenure-Track Faculty Hiring Discussion

Keith asked leaders to help recruit across the college and campus, not just within their unit, and discussed the need to prepare for it and discuss it with the faculty. The table below lists the units searching for positions this year. A college-wide ad will be available for distribution at the end of this semester.

Unit	Number
AES	5
CEAE	2
CS	4
ChBE	2
ECEE	2
ME	3
ATLAS	1
Eng Ed	1
Total	20

Professional Rights and Responsibilities (PRR) Discussion

[Burke Hilsabeck](#), Director, Faculty Relations & Community with Faculty Affairs, shared about the mission of the Faculty Relations office and how their team can provide support, guidance, and resources to build and support a positive faculty community and culture, as well as navigate conduct issues. He briefly reviewed Professional Rights and Responsibilities (PRR) and the process for responding to allegations of unprofessional conduct (see attached “PRR Academic Leaders”). Please reach out to Burke’s office for support with any faculty conduct issues.

Hands-On Learning Facility Initiatives

Keith summarized the current and ongoing hands-on learning projects, including:

1. **Discovery Learning Center (DLC) Hands-On Renovation**
First-Year Projects, Opening Spring 2027

The project repurposes existing DLC space into flexible, multi-functional hands-on learning environments for first-year projects, limited senior capstone workspace, and collaborative instruction space. It requires moving the college's multipurpose meeting space and displacing some research areas to create higher-priority instructional capacity.

2. Idea Forge Renovation

Mechanical Engineering Focus, In detailed planning for FY27-28 construction

The project renovates the Idea Forge into a more capable hands-on learning environment focused on mechanical engineering design, fabrication, and project-based instruction. It expands the machine shop and design lab while relocating the wood shop and potentially the project-based learning studio.

3. Project-Based Learning Hub

Shared Campus Building, In conceptual planning and campus consideration

The project creates a future college- and campus-wide hands-on learning facility to expand capacity for project-based education, active classrooms, and continued enrollment growth. Engineering would lead the design and fundraising effort while creating shared learning spaces for Leeds, CMDI, and other campus partners, making this a central focus for CEAS advancement.

4. Aerospace Hands-On Learning Hangar

Large Project Space, In conceptual planning and discussions with donor/campus

The project creates a new airplane hangar-style hands-on learning facility near the east campus Aerospace Building to support aerospace student projects, large-scale research activities, and student organization projects that currently rent space off campus. It remains the lowest priority among the four projects and would only be pursued if fully funded through gifts.

In addition to these new projects, Keith emphasized the need for all units to be efficient and flexible with current hands-on learning space.

Mid-Semester Faculty and Staff Listening Sessions

The dean's office is implementing a new process for faculty and staff listening sessions. These will occur in October and include sessions for:

- Associate and Full Tenured Faculty
- Assistant Tenure-Track Faculty
- Teaching Faculty
- Staff

Faculty and Staff Professional Development Initiatives

Keith discussed professional development opportunities for the academic year, including:

- NCWIT Training for Micro Aggressions with next level of leaders
- NCWIT Learning Circles and/or CU Dialogues
- Campus SEL Training from the Office of Leadership Support
- Staff Leadership Training

Open Discussion

- CU Engineering Homecoming Tailgate on October 3 – the council is invited to attend; please watch for an official invite from Kristen Gallagher

Meeting adjourned at 5:00 PM

Policy and Procedures for the Reappointment and Promotion of Teaching Professor-Track Faculty and the Reappointment of Scholars in Residence in the College of Engineering and Applied Science

Approved by Administrative Council on August 31, 2026

1. References

- [Titles, Roles, Appointment, Evaluation, Reappointment and Promotion of Non Tenure-Track Faculty in Teaching, Librarian, Clinical and Supplemental Positions Policy. Effective July 1, 2026.](#) [referred to as campus policy]
- [Regent Law, Article 5.C.3\(C\)](#): Instructional, Research, and Clinical Faculty
- [Regent Policy 5: Faculty](#)
- [Administrative Policy Statement \(APS\) 5008: Faculty Performance Evaluation;](#)
- [APS 5053: Multi-Year Contracts for Instructional, Research and Clinical Faculty](#)
- [APS 5060: Faculty Appointments](#)
- [APS 1009: Multiple Means of Teaching Evaluation](#)

2. Definitions and Acronyms

Refer to campus policy.

- Primary Unit Head – Department Chair or Program Director, as the academic leader and supervising administrator of faculty within a primary unit
- PUEC – Primary Unit Evaluation Committee
- TP-FLRC – Teaching Professor First Level Review Committee
- FTE – Full Time Equivalent
- TQF – Teaching Quality Framework

3. Roles and Responsibilities

Refer to campus policy.

Teaching professor-track faculty members, a classification including job titles of Assistant Teaching Professors, Associate Teaching Professors, Teaching Professors, specialize and primarily engage in teaching.

Scholars in Residence are supplemental faculty appointments. Unlike tenured and tenure-track faculty and teaching professor-track faculty, career expertise or experience is a defining element of qualifications for a Scholar in Residence position, as specified in APS 5060.

4. Policy

According to campus policy, primary units are responsible for defining and setting the written criteria for meeting the standards of performance for reappointment and promotion of non-tenure-track faculty in their unit, including teaching professor-track faculty and supplemental faculty (e.g., Scholars in Residence).

The Dean or the Dean's Designee (hereafter called "the Dean") has final approval authority for primary unit reappointment and promotion policy, procedures, and criteria documents. Revisions to primary unit

policy must be reviewed by the CEAS Office of Faculty Advancement, approved by the department/program and the Dean, and then finalized through a formal vote before the primary unit review process commences.

The policies, procedures, and criteria described in this document are subject to Board of Regents and CU System requirements (as described in the CU Boulder Office of Faculty Affairs website). Each policy and rule is to be applied in a manner consistent with Regent Laws and Policies. Primary unit procedures should align with the established college procedures. Overarching policies and procedures (e.g., Regent Law, Regent Policy, Administrative Policy Statements) generally supersede this college document and primary unit criteria. In cases of conflict, the CEAS Office of Faculty Advancement will consult with the CU Boulder Office of Faculty Affairs on how to proceed and will provide guidance to primary units.

Each department/program must establish written criteria for reappointment and promotion, which should define criteria to meet campus standards for teaching and other components of an individual's evaluation (e.g., leadership and service). Evaluation components are defined by the merit formula in the letter of appointment.

Primary unit criteria for reappointment must define what constitutes effective performance in each component of evaluation. For successful reappointment, teaching professor-track and Scholars in Residence are expected to demonstrate "*effective*" performance in all components of their annual merit formula. Reappointment will be based on the instructional needs of the unit the faculty members are serving as well as the faculty member's performance.

Primary unit criteria for promotion from Assistant Teaching Professor to Associate Teaching Professor should include criteria for meeting the standard of "*successful*" in teaching. Per campus policy, teaching "*success*" typically carries the expectation that the individual has made significant contributions to pedagogy, curriculum, and student learning, in the classroom and for the primary unit.

Primary unit criteria for promotion from Associate Teaching Professor to full Teaching Professor should include criteria for a "record of excellence". Per campus policy, a "record of excellence" carries the expectation that the individual has made a major positive impact in the disciplinary unit (e.g., on pedagogy and curriculum) and on its students, typically one that extends to considerable impact at CU Boulder generally and a role in national or international contributions related to the individual's focus of teaching or related to curriculum or pedagogy.

The standard of "*record of excellence*" exceeds the standard for "*successful*," which exceeds the standard for "*effective*," as defined in the primary unit criteria.

5. Promotion Timelines

Teaching professor-track faculty member holding the position of Assistant Teaching Professor will typically be eligible to 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. Promotion is not simply determined by time in rank. An Assistant Teaching Professor must meet the primary unit criteria to be considered for a promotion to Associate Teaching Professor.

Teaching professor-track faculty holding the position of Associate Teaching Professor who have been excellent teachers and members of the university community are typically eligible to be considered for promotion to the rank of Teaching Professor after at least three years of continuous appointment in a 50% or greater appointment as Associate Teaching Professor. Promotion is not determined by time in rank; promotion to Teaching Professor must demonstrate a record of excellence per primary unit criteria.

Up to three years' credit towards promotion to Associate Teaching Professor or Teaching Professor, based on previous academic service, may be awarded by the primary unit with Dean concurrence at the time of initial appointment. Years of credit are awarded based upon courses previously taught and the standard annual teaching course load of the primary unit (e.g., five to six courses per year). The number of years of credit toward promotion should be stated in the offer letter.

6. Employment Contract Eligibility and Term Length in CEAS

Teaching Professor-Track

Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor positions are term limited appointments, which may be appointed to a multi-year contract. Typical contract length is between one and five years, as permitted by state law. A multi-year appointment does not automatically convey, or obligate CU Boulder to provide a multi-year contract. Faculty in these positions where the individual is in good standing and holds at least a 50% FTE of teaching are typically eligible for an employment contract in addition to their offer letter. Faculty in these positions that do not hold at least a 50% FTE of teaching must remain at-will employees.

Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor positions in which the individual holds at least a 50% FTE of teaching are typically eligible for an employment contract in addition to their offer letter. Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor positions that do not hold at least a 50% FTE of teaching will remain at-will employees.

New faculty members appointed at the Assistant, Associate, or Teaching Professor ranks will typically be appointed for a 3-year term, contingent on program and teaching needs in the primary unit and approval by the Dean.

Faculty members in good standing and who meet or exceed primary unit criteria for reappointment as Assistant Teaching Professor, are typically reappointed for a 4-year term, contingent on program and teaching needs in the primary unit and approval by the Dean.

Faculty members in good standing and who meet or exceed primary unit criteria for promotion to Associate Teaching Professor or Teaching Professor, are typically reappointed for a 5-year term, contingent on program and teaching needs in the primary unit and approval by the Dean.

If the primary unit votes to reappoint a faculty member when primary unit criteria are not fully met, the primary unit may reappoint for a shorter term, typically 1 year, to correct problems in performance. In this case, the primary unit must create a performance improvement plan that is in place prior to the new academic year. The performance improvement plan should address the concerns highlighted in the reappointment review. Another evaluation should take place that would result in either a multi-year reappointment or non-renewal of the position.

Scholars in Residence

Scholars in Residence are supplemental faculty appointments. Unlike tenured and tenure-track and teaching professor-track faculty, career expertise or experience is a defining element of qualifications for a Scholar in Residence position, as specified in APS 5060.

All supplemental faculty appointments are only eligible for at will employment. Scholars in Residence may be appointed on a semester-to-semester or academic year basis, or for multi-year appointments for up to four years at a time.

New Scholars in Residence are typically appointed for a 3-year term, contingent on program and teaching needs in the primary unit and approval by the Dean. Scholars in Residence who meet or exceed primary unit criteria for reappointment may be appointed for up to a 4-year term, contingent on program and teaching needs in the primary unit and approval by the Dean.

Termination

In accordance with Regent Law, Article 5.C.4(C), a non-tenure-track faculty member may be terminated subject to CU Boulder campus policies and the terms of the individual's letter of offer or employment agreement. Teaching professor-track faculty and Scholars in Residence may be terminated in accordance with Regent Policy 5.F.1 and the CU Boulder campus policy on academic program discontinuance.

7. Merit Formula

Teaching professor-track faculty are hired to fulfill a primary unit's instructional mission. As such, teaching is the primary weighting and means of evaluation. Per campus policy, the annual merit formula for a teaching professor-track position should consist primarily of teaching, with a service component of not more than 20%. Appropriate exceptions may be made for a service component of more than 20%.

Within CEAS, the standard annual merit formula and workload weightings for teaching professor-track faculty members are 80% teaching and 20% leadership and service¹. Within CEAS, teaching professor-track faculty members may voluntarily allocate up to 10% of their workload weightings from Teaching to scholarly and creative work for annual merit evaluations and reappointment and promotion; however, this voluntary election for merit evaluation does not alter the standard teaching load required by the unit.

8. College Requirements and Procedures for Reappointment and/or Promotion of Teaching Professor-Track Faculty

The college submission requirements, templates, and annual deadlines are included in the CEAS Teaching Professor-Track Faculty Reappointment and Promotion Process Guidelines, which are updated annually and sent out by the CEAS Office of Faculty Advancement.

Teaching professor-track faculty are reviewed for reappointment during the last year of the appointment period. Promotions are non-mandatory reviews.

Nomination for Promotion

¹ For Faculty in the Herbst Program, standard weightings are % teaching and 10% leadership and service.

Cases considering promotion should also include a letter of nomination from the Primary Unit Head or the committee within the primary unit that performs annual or other reviews of faculty (e.g., executive committee). There should be an additional supporting letter from a colleague or collaborator (which may be from outside the unit or campus) that nominates the faculty member to be evaluated by the unit for the action of promotion. The faculty candidate should suggest possible letter writers, as can the PUEC.

Primary Unit Criteria

The primary unit must establish written criteria for reappointment and promotion, which should include criteria for teaching, leadership and service, and scholarly and creative work (if faculty have voluntarily included this within their merit formula).

Reviews for reappointment and promotion must include an evaluation of the faculty member's teaching using at least three distinct measures of effectiveness and performance; an evaluation of the faculty member's service; an evaluation of the faculty member's performance of any other duties specified in the faculty member's letter of appointment; and a demonstration of the faculty member's continued currency in the field.

Within CEAS, multiple measures of teaching evaluation include:

- Tailored primary unit-specific or the college developed versions of the Teaching Quality Framework (TQF) Evaluation Summary form and rating key, with the final evaluation and rating form completed by the Primary Unit Evaluation Committee (PUEC);
- Normed student feedback from the FCQ summaries and student narrative sections (required by APS 1009) from all courses taught since the last review, or, when a faculty member is seeking promotion, all courses taught since the last promotion (or from time of hire if not previously promoted);
- At least two additional measures. Within CEAS, this typically includes peer evaluations of teaching and/or classroom interviews of students to support the TQF evaluation. Additional measures are described in APS 1009 (see Appendix A) and campus policy (Titles, Roles, Appointment, Evaluation, Reappointment and Promotion of Non-Tenure-Track Faculty in Teaching, Librarian, Clinical and Supplemental Positions Policy, see 6.C).
- Primary units may have additional required measures of teaching evaluation per their criteria.

Measures of service typically include leadership and service that have an impact on the Primary Unit, and may also have a positive impact on college, campus, or national and international communities, and outreach to communities and partners beyond the university. Leadership and service statements typically detail the faculty member's role and provide evidence of impact from their role.

Candidate Preparation of Materials

Candidates are responsible for preparing their portion of materials for review (e.g., up-to-date c.v., sourcing evidence for the TQF (e.g., ensuring external classroom reviews of courses as required, syllabi, etc.) and, when required by the primary unit criteria, providing a self-evaluation; a teaching statement; a service statement; a statement on scholarship or creative work, if scholarship or creative work is a component of the faculty member's merit formula at the time of promotion review); and ensuring these materials are complete and accurate at the time the review commences. Within CEAS, the candidate's

teaching statement should provide reflection and assess their success in each of the applicable TQF dimensions. The candidate's leadership and service statement should describe the faculty member's role and evidence of impact from these activities.

Clarification requests may occur throughout the review process to address factual errors, but these targeted requests for additional information are not an avenue to challenge or negotiate a recommendation. Candidates can also initiate factual updates during the course of the review process.

Review by Primary Unit

The primary unit is composed of the faculty members of a department or program authorized to vote on matters of appointment, reappointment, and promotion and with no conflicts of interest. Primary unit criteria should specify voting-eligible faculty members based upon rank and action.

The unit review includes the PUEC recommendation and report, the vote of the eligible faculty, and the recommendation and report of the Primary Unit Head.

Candidates will receive updates on the status of their review when the unit-level review is completed, and, as applicable, when the full review process concludes.

Primary Unit Evaluation Committee (PUEC) and Report

This subgroup of 2-5 faculty members within the primary unit is elected or appointed, as specified in the primary unit policies and procedures, who meet primary unit requirements for voting eligibility for these actions. The PUEC is responsible for assisting the candidate in assembling their dossier, completing the TQF evaluation, evaluating the dossier, and providing a recommendation and report. They provide a written report that provides a summary of the candidate's dossier, and their recommendation and evaluation of the candidate based upon primary unit criteria with regard to (a) teaching performance, (b) leadership and service, and, as applicable, (c) scholarly and creative work. They present the candidate's case, their evaluation, and their recommendation to the voting-eligible faculty of the primary unit.

The written report and recommendation of the PUEC becomes part of the dossier.

If a unit does not have enough eligible voting faculty to convene a PUEC, the unit leaders should supplement the PUEC membership in consultation with the Dean.

Primary Unit Review and Vote

The primary unit is charged with evaluating the record as contained within the dossier and making a recommendation. Primary units need a minimum of five eligible voting faculty members for the review and voting process. In small departments/programs without five eligible voting members, the primary unit should supplement the voting membership in consultation with the Dean, which should be noted in the Primary Unit Head report. Eligible voting members must be allowed to review the entire dossier before they are asked to vote on the case. Votes should be recorded in the categories of 'for' the proposed action, 'against' the proposed action, or 'abstain'. For faculty undergoing review for promotion at the same time as reappointment, units should include and report two separate votes for each action. Quorum must be met. Unless further limited by unit bylaws or primary unit criteria and procedures,

units should follow Robert's Rules of Order, where a majority (more than half) of eligible voting faculty cast a vote. Excused absences should be limited to faculty members who are on leave and unable to participate in the review and vote. The Primary Unit Head should not vote but be present during the discussion by the primary unit to record the discussion and rationale within their letter.

Report of the Primary Unit Head

The Primary Unit Head should write a recommendation (in the form of a report), in addition to the PUEC report, on the actions taken by the primary unit. This includes a brief overview of the voting-eligible faculty members, confirmation of meeting quorum, the results of the vote(s), reasons for the recommendation, and an explanation of any dissenting opinion as expressed in the vote(s). The report should include a description of the review and voting process that was followed. The Primary Unit Head should then indicate their assessment and recommendation on the proposed action, before listing the overall total vote of the primary unit, including their own. Unless further limited by unit bylaws or primary unit criteria and procedures, a positive recommendation by the voting-eligible faculty requires that the total sum of positive votes exceeds the total number of negative votes by at least one vote. Abstentions are considered neither positive nor negative (i.e., neutral) but do count towards meeting quorum.

Per campus policy, only positive recommendations *for promotion* move from the unit to college level.

After each primary unit follows its approved, written process for conducting reappointment and promotion evaluation, the primary unit will submit the completed dossier, verifying that the dossier is complete based on primary unit criteria requirements and the CEAS Teaching Professor-Track Faculty Reappointment and Promotion Process Guidelines, with a draft offer letter as a separate document to CEAS Office of Faculty Advancement.

Review by College

Reappointment cases include additional Dean-level review along with the primary unit recommendation, in which a final written determination is made regarding the proposed action.

Cases with positive unit-level recommendations for promotion include additional Dean-level review for review of the written committee process and concurrence with the primary unit recommendation. Promotions are first reviewed by the Teaching Professor First Level Review Committee (TP-FLRC), which is convened to serve as the Dean's Review Committee, to review and provide a recommendation on the case. Members of the TP-FLRC are teaching professor-track faculty at the appropriate rank who are appointed by the Dean. Procedurally, the TP-FLRC will follow Robert's Rules of Order regarding voting procedure and quorum. The CEAS Office of Faculty Advancement, TP-FLRC, or Dean may request additional information or clarification from the unit on the case or return the case to the unit if a procedure was not followed, resulting in a procedural error. If criteria are deemed to have not been met, the Dean will decline the promotion, and the faculty member's appointment at their current rank will continue if reappointment is approved.

The college process, submission requirements, templates, and annual deadlines are included in the CEAS Teaching Professor-Track Faculty Reappointment and Promotion Process Guidelines.

9. Appeals

Appeal of Non-Renewal of Appointment

Employees must be notified by the Primary Unit at least six weeks prior to the appointment end date in the letter of offer whether (a) the appointment will be renewed; (b) the appointment will not be renewed; or (c) a renewal is still pending.

In cases where a non-favorable vote to reappoint is rendered, the Primary Unit Head will issue a formal notice of non-favorable vote.

Teaching professor-track faculty members who believe that they have been denied reappointment unfairly, by a process that has been arbitrary, capricious, retaliatory, inconsistent with the treatment of peers in similar circumstances, or based on personal malice, may appeal the non-renewal.

Appeals must be submitted in writing via email to the Dean within seven (7) calendar days of receiving the non-renewal notice from the Primary Unit Head.

The primary unit will immediately forward all dossier and review materials for the case to CEAS Office of Faculty Advancement and the Dean, including all evaluation letters.

The Dean may, at their discretion, seek advice from an advisory committee, typically an ad hoc committee composed of members of the Administrative Council and/or TP-FLRC. The Dean will review the appeal expeditiously while the teaching professor-track or Scholar in Residence is still a member of the university community. For the appeal, the Dean's review will include the stated rationale for the appeal, in conjunction with the primary unit's recommendation, including the Primary Unit Head and PUEC reports and full body of evidence considered by the unit. Following the review, the Dean will issue a written decision regarding the appeal within thirty (30) calendar days of receiving the appeal. The faculty member may also request a Boulder Faculty Assembly (BFA) grievance advisor or a review of their appeal by the BFA Grievance Advisory Committee. Per campus policy, the Dean serves as the final authority in cases of appeal of non-renewal or appointment of teaching professor-track faculty and Scholars in Residence.

Appeal of Non-Promotion

In cases where a non-favorable vote to promote is rendered, and the faculty candidate has not withdrawn their case from consideration at the unit-level, the Primary Unit Head will issue a formal notice of non-favorable vote.

Teaching professor-track faculty members who believe that they have been denied promotion unfairly, either because the recommendation was unfair (arbitrary, capricious, retaliatory, based on personal malice, and/or inconsistent with treatment accorded to the non-tenure-track faculty member's peers in similar circumstances) or the review process featured procedural errors of sufficient magnitude to affect the outcome, may appeal the decision. Appeals must be submitted in writing via email to the Dean within seven (7) calendar days of receiving the notice of non-favorable vote.

The primary unit will immediately forward all dossier materials to CEAS Faculty Advancement, including all evaluation letters.

The Dean has the discretion to seek advice from an advisory committee. This committee will review the full body of evidence considered by the unit in the dossier, in addition to the faculty member's appeal, including the stated rationale for the appeal. After the committee completes this review and an advisory vote, an advisory letter and recommendation will be sent to the Dean.

The Dean will complete a review, comparing the nominee's documented performance to the primary unit criteria for promotion using the full body of evidence considered by the unit. The Dean will consider this together with primary unit evaluation and recommendations, including the Primary Unit Head and PUEC letters, the faculty member's appeal letter with rationale, and, as applicable advice from the advisory committee. Following the review, the Dean will render a written decision regarding the appeal within thirty (30) calendar days of receiving the appeal. Per campus policy, the Dean's decision is the last level of review for an appeal and serves as the final authority.

Interim College of Engineering and Applied Science Policy on Faculty Salary

Approved by Administrative Council on August 31, 2026

The College of Engineering and Applied Science (CEAS) at the University of Colorado Boulder maintains commitment to the principles of merit-based evaluation, and providing fair and competitive compensation that will attract, retain, and reward a high-performing faculty with the requisite experience and skills to execute the university's mission.

This policy outlines the CEAS policies and procedures in accordance with Academic Affairs policies and procedures referenced below. In case of conflict, this college policy supersedes the relevant unit policy, and overarching policies (e.g., Regent Law, Regent Policy, Administrative Policy Statements) supersede this college policy.

I. Definitions and Common Acronyms:

Definitions of terms used in this document are provided within the policies referenced below.

Additional terms used in this document include:

College of Engineering and Applied Science (CEAS)

Salary Equity Review Committee (SERC): Faculty committee within Primary Unit responsible for the Annual Salary Equity Review and Salary Equity Grievance Reviews

II. Campus Policies:

- [Faculty Salary Equity Policy](#) (CU Boulder Interim Policy, effective 08/12/2026)
- [Faculty Salary Equity Grievance Policy](#) (CU Boulder Interim Policy, effective 08/12/2026)

Related Policies, Forms, Guidelines, and Other Resources:

- [Regent Policy 11: Compensation](#)
- [APS 5008: Faculty Performance Evaluation](#)
- [APS 5060: Faculty Appointments](#)
- [APS 5065: Protected Class Nondiscrimination](#)
- [Faculty Salary Equity Grievance Policy](#)

III. RESPONSIBILITIES

College of Engineering and Applied Science

The Dean is responsible for certifying that salary-setting and Salary Equity review processes under their authority have been conducted in accordance with the Academic

Affairs policies. The Dean is responsible for reviewing and approving Annual Salary Recommendations and other salary actions proposed by Primary Units, in consultation with the Provost, who has ultimate approval of Eligible Faculty Salaries.

The Dean is responsible for reviewing Salary Equity Grievance Appeals and determining whether grievance procedures were correctly followed at the Primary Unit level. The Dean ensures that appeal reviews are completed within required timelines and that outcomes are communicated in writing.

The Dean also approves Primary Unit Salary Equity Grievance procedures and retains records of approved procedures for all reporting units.

Primary Units

Primary units bear the primary responsibility for setting initial Base Salaries at the time an Eligible Faculty member is hired and for maintaining Salary Equity through the Annual Salary Recommendation process. Primary Units shall comply with the campus policies above, and this CEAS policy, to review faculty salaries annually for inequities, conducting an Annual Salary Equity review in accordance with campus-level written procedures, and documenting and reporting any identified equity concerns to the Dean and the Office of the Provost, and providing explanations for discrepancies to Eligible Faculty Members. The Supervising Administrator, the Dean, or the Provost may direct a Primary Unit to undertake a Salary Equity review process in addition to and at a time other than the Annual Salary Equity review.

Primary units are also responsible for establishing, circulating, and periodically reviewing written procedures governing Annual Merit Evaluation, Annual Salary Recommendation, Annual Salary Equity reviews, and Salary Equity Grievance procedures, as outlined in the policies.

Primary Units are responsible for reviewing Salary Equity Grievances submitted by Eligible Faculty in accordance with its established Annual Salary Equity Review procedures and communicating the results of the review in writing within the timelines established by campus policy.

The Supervising Administrator (typically the Primary Unit Head (e.g., Department Chair or Program Director)) is responsible for faculty salary oversight within the Primary Unit. When Salary Equity reviews identify discrepancies exceeding established thresholds, the Supervising Administrator is responsible for providing a justification based on Career Merit or other allowable factors for Salary Equity Exceptions or initiating consultation with the

Dean and the Office of the Provost. The Supervising Administrator also participates in developing a plan to address salary adjustments when equity concerns are confirmed.

The Supervising Administrator is responsible for receiving and managing Salary Equity Grievances within the Primary Unit, ensuring that grievance reviews are conducted in accordance with established procedures and timelines, and communicating with the Grievant in writing.

IV. SALARY EQUITY REVIEW

Primary Units must conduct an Annual Salary Equity Review of Base Salaries of Eligible Faculty within the Primary Unit to identify potential salary equity issues in accordance with the campus-level procedures.

Primary Units establish and follow written procedures for the Annual Merit Evaluation, Annual Salary Equity Review, and Annual Salary Recommendation.

The Primary Unit's Annual Salary Recommendation procedures describe how salary increase recommendations based on Annual Merit Evaluation are calculated and how and under what circumstances the Primary Unit may reserve a portion of its Annual Salary Recommendation allocation (a "skim") for compensation adjustments of specific faculty members or groups.

The Primary Unit's procedures for the Annual Salary Equity Review include a description of, and appointment of, the Salary Equity Review Committee (SERC) and a definition of Career Merit, which must be reviewed by the Primary Unit at least once every seven years. The procedures also must define the parameters for 'similar years in rank' to identify Relevant Comparators.

The Primary Unit Annual Salary Equity Review must identify whether significant differences (>5% of Base Salary) exist between Eligible Faculty Members doing Substantially Similar Work as evaluated against Relevant Comparators. If significant differences are observed, they must be explained by differences in Career Merit or allowable factors for Salary Equity Exceptions, or a plan must be proposed to the Dean (and Provost) to address discrepancies through salary adjustments.

At the conclusion of the Annual Salary Equity review, the Primary Unit must supply each Eligible Faculty member whose salary has been identified as significantly lower (>5%) as evaluated against Relevant Comparators with the written explanation of that difference stated in the Annual Salary Equity review. If the Annual Salary Equity Review has confirmed the need to adjust an Eligible Faculty member's Base Salary, this explanation will also include a plan to make the salary adjustment. At the written request of an Eligible Faculty

member who has received a written explanation of salary difference from Relevant Comparators as stated in the Annual Salary Equity Review, the Dean must also supply that explanation to the Boulder Faculty Assembly.

The Primary Unit must verify in writing to the Office of the Provost that the Annual Salary Equity review has been conducted.

Salary Equity Policies and Procedures File

Each Primary Unit shall maintain a salary equity policies and procedures file that is available to Eligible Faculty in the Primary Unit upon request, and circulated annually. Primary Unit Procedures within this file must be approved by the Primary Unit and reviewed at least every seven years, normally occurring concurrently with the Academic Review and Planning Advisory Committee (ARPAC) of the primary unit. This file must also be shared with the College of Engineering and Applied Science.

This file will include the following documents:

1. The Academic Affairs Faculty Salary Equity Policy.
2. The Academic Affairs Faculty Salary Equity Grievance Policy.
3. The College of Engineering and Applied Science Policy on Faculty Salary (this policy).
4. The Primary Unit's Policy and Procedures for Annual Salary Equity Review and Salary Equity Grievance Procedures that further describe the Primary Unit's Salary Equity Review Committee, Career Merit, and additional procedures or clarifications beyond the College of Engineering and Applied Science's Faculty Salary Policy.
5. The Primary Unit's Procedures for Annual Merit Evaluation.
6. The Primary Unit's Procedures for Annual Salary Recommendations.

Primary Unit Procedures within CEAS

Salary Setting

The Primary Unit will work with the Dean to develop an initial Base Salary range, and set the initial Base Salary for a new Eligible Faculty member in consultation with the Dean and the Office of the Provost within the posting range. Factors influencing initial Base Salary may include the new Eligible Faculty member's originating Discipline or Field, anticipated rank, Career Merit, and other allowable factors for Salary Equity Exceptions. Additional factors may include current Market Value.

Annual Salary Recommendation

The Primary Unit shall provide the Dean, and each individual Eligible Faculty member (Tenure-track, tenured, teaching-track, and in-residence faculty rostered at CU Boulder who are enfranchised members of the CU Faculty Senate) rostered in the Primary Unit, an:

- explanation of how salary increase recommendations based on Annual Merit Evaluation were calculated; and
- explanation of the circumstances under which any portion of the merit pool was reserved for compensation adjustments of specific faculty members or groups, without identifying any faculty members by name.

Salary Equity Review Committee (SERC)

Primary Units will convene a faculty committee of faculty members responsible for the Annual Salary Equity review, typically the standing committee that normally handles the work of the Annual Salary Recommendation, or a subset of that committee. The committee can include human resources representation or staff support representation if designated in the Primary Unit procedures. Composition and determination of the SERC can be found in the Primary Unit's Faculty Salary Policy and Procedures.

The SERC will be appointed by the Primary Unit Head in accordance with the Primary Unit's Faculty Salary Policy and Procedures.

Annual Salary Equity Review

The SERC will use the data file distributed by campus by October 15 to CEAS and subsequently distributed to Primary Units within 10 days of receiving the file, each year. The Primary Unit will include salary adjustments, effective on January 1, within their Annual Salary Equity Review. The Primary Unit shall submit the Annual Salary Equity Review, typically by March 1, to ensure final completion on April 1, of the following year.

The SERC will identify and group Eligible Faculty members who are within the same faculty title series (e.g., tenured and tenure-track faculty series; instructional series (teaching-track faculty), clinical series (scholars in residence)) and rank within that series (e.g., assistant, associate, full) as defined by University of Colorado Administrative Policy Statement (APS) 5060, that are rostered in the Primary Unit. Within each of these groupings, faculty with similar years in rank, defined as up to two years more and less time in rank, become Relevant Comparators for the evaluation.

The SERC will review salaries for Relevant Comparators and identify cases where differences exist between Relevant Comparators of more than 5% of Base Salary.

When differences exist between Relevant Comparators of more than 5% of Base Salary, the Primary Unit will provide a justification for the discrepancy in salaries based on Career Merit or allowable factors for Salary Equity Exceptions. The Primary Unit definition of Career Merit used in accordance with this policy and campus policies are included within the Primary Unit's Faculty Salary Policy and Procedures.

1. In addition to Career Merit or allowable factors for Salary Equity Exceptions. If necessary, the Primary Unit will work with the Dean and the Office of the Provost to assess whether the discrepancy is permissible based on relevant law and policy.
2. The Primary Unit will complete the data file, including justification for any identified discrepancy (from Career Merit or Salary Equity Exceptions), or identifying an action needed to address the discrepancy.
3. If the Primary Unit determines a need to adjust an Eligible Faculty Member's Base Salary as part of the Primary Unit Salary Equity Review process, the Supervising Administrator will work with the Dean and the Office of the Provost to create a plan to make the salary adjustment. The primary responsibility for salary adjustment lies with the Primary Unit, which must use up to 50% of their annual merit pool to address salary adjustments, or other funds in concurrence with the Dean.

The salary adjustment will be made to take effect on July 1 following the completion of the Annual Salary Equity review process. If the salary adjustment cannot be made by July 1, the Primary Unit will develop a multi-year plan to make the adjustment within three years of the completion of the Annual Salary Equity Review that identified the need for adjustment.

4. The Primary Unit will work with the Dean and the Office of the Provost as needed before finalizing its Annual Salary Equity Review. Any adjustment to an Eligible Faculty member's salary based on Salary Equity may be made only after consultation with the Office of the Provost and with University Counsel.
5. In cases where the finalized Annual Salary Equity review identifies a difference between Relevant Comparators of >5% of base pay, the Supervising Administrator will provide the explanation for the discrepancy as stated in the Annual Salary Equity review to the Eligible Faculty members who comprise the set of Relevant Comparators, excepting the highest-paid Eligible Faculty member in that set of Relevant Comparators.

6. The Primary Unit will finalize the Annual Salary Equity Review when the Chair submits the review to the Dean and the Provost, typically on or before March 1 for completion of the process by April 1. The review will contain the most recent unit data file of Eligible Faculty salaries with January 1 adjustments, including explanations and/or plans for resolving any remaining inequities among Relevant Comparators which exceed 5%.

Note, Primary Units may address issues with Salary compression in conjunction with their Annual Salary Equity review, in accordance with written Primary Unit procedures for Salary Compression review. However, the findings of any Salary Compression review are not included as part of the findings of the Annual Salary Equity Review.

V. Salary Equity Grievance

An Eligible Faculty member who, after noting allowable differences according to Career Merit and Salary Equity Exceptions, believes their Base Salary is inconsistent with requirements of equal pay for Substantially Similar work, is entitled to submit a Salary Equity Grievance to their Primary Unit Supervising Administrator requesting a review of their Base Salary.

An Eligible Faculty member who submits a Salary Equity Grievance based on claims of protected class discrimination or retaliation (see APS 5065) must submit their grievance to the CU Boulder Office of Institutional Equity and Compliance (OIEC). The process for Salary Equity Grievance will be halted by the Supervising Administrator pending OIEC review.

Procedure

Grievant

The Eligible Faculty member who submits a Salary Equity Grievance (Grievant) to the Primary Unit Supervising Administrator must do so by September 30 of each year.

The Salary Equity Grievance must be in writing following the procedures in the Faculty Salary Equity Grievance Policy. It must include a factual description of the basis of the grievance, including any previous formal or informal attempts to resolve the salary difference; must identify one or more potential Relevant Comparator(s); and must include a statement that the Grievant is aware that Salary Equity Exceptions exist that may account for wage differentials between Eligible Faculty members doing Substantially Similar Work.

- The Grievant should use the form created and maintained by the Office of the Provost.

- The Grievant will use the “Faculty Salary” tile on the myCUInfo portal for information on Eligible Faculty member salaries within their Primary Unit.
- A Salary Equity Grievance that does not include complete information as requested on the form will not be considered by the Primary Unit and will be returned to the Grievant for completion.

Salary Grievance Committee and Primary Unit Response

If the Salary Equity Grievance includes allegations related to protected class discrimination or retaliation, the Primary Unit’s Supervising Administrator must refer such allegations to OIEC. The process for Salary Equity Grievance is then halted until OIEC makes a determination.

The Primary Unit’s Salary Equity Review Committee will conduct a review of the Grievant’s Base Salary in accordance with the Primary Unit’s procedures for Annual Salary Equity Review. Before finalizing the conclusions of that review, the Primary Unit will consult with the dean and the Office of the Provost.

The Primary Unit Supervising Administrator will communicate the results of the review in writing to the Grievant no later than 60 days after the date the Salary Equity Grievance was submitted to the Primary Unit, using the Primary Unit Response to Salary Grievance form provided by the Office of the Provost.

The Primary Unit review may conclude with findings by the Supervising Administrator that, while there is no Relevant Comparator(s) to the Grievant, and thus no basis for a Grievance, the Grievant’s salary may be affected by Salary Compression. In that case, the Primary Unit may flag the Grievant’s salary for a separate Salary Compression review, to be conducted according to the Primary Unit’s procedures.

Appeal to CEAS

A Grievant who feels that Salary Equity Grievance procedures were not correctly followed by the review of their Grievance at the Primary Unit level they may submit a Salary Equity Grievance Appeal to CEAS.

Procedure

The Grievant must submit their Salary Equity Grievance Appeal within 10 days of receiving the response from the Primary Unit review of the Grievance, using the form created and maintained by the Office of the Provost.

The grounds of appeal must be that the Salary Equity Grievance procedures were not correctly followed at the Primary Unit level.

A Salary Equity Grievance appeal that does not include complete information as required by the Salary Equity Grievance Appeal form will not be further considered. The incomplete Salary Equity Grievance Appeal form will be returned to the Eligible Faculty member for completion.

The Dean, as the Supervising Administrator of CEAS, will conduct a review of the Salary Equity Grievance Appeal to determine whether the Primary Unit correctly followed its Salary Equity Grievance process. The Dean may convene an advisory Ad hoc committee of 3 CEAS Administrative Council members who are Eligible Faculty members and not from the same Primary Unit as the grievant, to conduct the review and submit a written report of its findings and recommendations to the Dean. If the Ad hoc committee is used, the Dean will consider their recommendations when making a final decision. Before finalizing conclusions from that review, the Dean will consult with the Office of the Provost.

The Dean will communicate the results of the finalized review to the Eligible Faculty Member in writing no later than 30 days after the Salary Equity Grievance Appeal was submitted to CEAS, using the Response to Salary Equity Grievance Appeal form provided by the Office of the Provost.

If the Eligible Faculty member submitting the Salary Equity Grievance Appeal believes that the outcome of their Salary Equity Grievance was significantly impacted because of a specific deviation within the Salary Equity Grievance process by the next level of supervision, they may submit their Salary Equity Grievance Appeal to the next level of supervision, if applicable (e.g., the Office of the Provost). Appeals to the Office of the Provost must be submitted by February 1 of each academic year.

Appeal to the Office of the Provost

If the Eligible Faculty Member submitting the Salary Equity Grievance Appeal believes that the outcome of their Salary Equity Grievance was significantly impacted because of a specific deviation within the Salary Equity Grievance process by the next level of supervision, they may submit their Salary Equity Grievance Appeal to the Office of the Provost. Appeals to the Office of the Provost must be submitted by February 1 of each academic year in accordance with the policies and procedures outlined in the AAFSEGP. Any questions can be directed to the Office of Academic Affairs at vcaa@colorado.edu.

VI. Annual Review for Structural Market Competitiveness

Following completion of the Annual Salary Equity Review, Primary Units within CEAS will review and evaluate faculty salary for structural market competitiveness, and address faculty salary needs subject to available funding.

Procedure

CEAS will compute average salaries for faculty, by faculty title series, primary unit, and rank. Using agreed upon external benchmark data sources (e.g., the Association of American Universities (AAU) as the primary source and American Society of Engineering Education (ASEE) or other professional societies as applicable), the median of average salaries for public peer institutions will be computed for each faculty title series, primary unit, and rank. For each Primary Unit, a structural market competitiveness ratio will be calculated comparing average CU CEAS faculty salary data to the median public peer external benchmark salary data for each department, faculty title series, and rank. This review will adhere to all data sharing requirements of these data sources.

The Dean will convene Primary Unit Heads to review the faculty salary structural market competitiveness data by primary unit and rank. Based on the competitiveness ratio and available funding, the Dean, together with Primary Unit Heads, will identify and prioritize faculty title series, primary units, and ranks for faculty structural salary adjustments and determine a target average salary relative to external benchmark data. Using these data, the total amount for faculty title series and rank within a Primary Unit undergoing planned adjustments will be computed.

Primary Unit Heads will work with their Salary Equity Review Committee to address structural market competitiveness, considering Salary Compression and available funding, and ensuring that any proposed faculty structural salary adjustments will comply with Salary Equity policies. Faculty salary increases will occur on July 1 or Jan 1.

VII. CEAS Schedule

The Primary Unit will receive the relevant data file from CEAS after the campus distributes the files (by **October 15**).

The Primary Unit's Annual Merit Review and Salary Recommendation procedures must be based upon the prior year's merit evaluation, with salary increases effective in January.

The Primary Unit will submit their Annual Salary Equity Review to CEAS by **March 1** of the following year, which must account for the salary increases effective January 1 from the Annual Merit Review and Salary Recommendation.

CEAS will review the Primary Unit's submitted data file with justification and/or actions. The Primary Unit's Annual Salary Equity review is to be completed by **April 1**, accounting for any adjustments to salaries on January 1.

Using the submitted data file, CEAS will complete a Tenured and Tenure-Track Faculty Structural Salary Market Competitiveness Review by **June 1**. When budget is available, structural salary adjustments will take effect on **July 1** but may also occur on **January 1**.

Grievance Schedule:

Grievances are due to Primary Unit by **September 30**.

The Primary Unit will respond no later than 60 days after the Grievance was submitted on September 30. (*November 29*).

An appeal by the Grievant to the CEAS must be received within 10 days of receiving the response from the Primary Unit. (*December 10*).

CEAS will respond in writing no later than 30 days after the Salary Equity Grievance Appeal was submitted to the College. (*Jan 9*)

An appeal by the Grievant to the Office of the Provost must be submitted by **February 1**.

Interim CEAS Policy on Criteria for Reappointment and Promotion of Teaching Professor-Track Faculty for Academic Year 2026–2027

Approved by Administrative Council on August 31, 2026

Purpose

The University of Colorado Boulder adopted the [“Titles, Roles, Appointment, Evaluation, Reappointment and Promotion of Non-Tenure-Track Faculty in Teaching, Librarian, Clinical and Supplemental Positions”](#) as an updated policy that became effective on July 1, 2026. This policy, referred to hereafter as the “campus policy,” governs reappointment and promotion of teaching professor-track faculty members, through this policy with revised standards (e.g., “effective”, “successful”, and a “record of excellence”) for reappointment and promotion to align with APS5060.

Because corresponding college policy and primary unit criteria were developed using prior campus policy and standards (e.g., “meritorious”, “excellence”, and a “record of distinction”), the College of Engineering and Applied Science (CEAS), through this interim policy, is establishing temporary equivalencies to ensure continuity of review processes during this transition period.

During academic year 2026–2027, primary units within CEAS will review, revise, and vote on revised unit-level criteria and procedures for the reappointment and promotion of teaching professor series faculty to align with the new campus policy and the forthcoming “CEAS Policy and Procedures for the Reappointment and Promotion of Teaching Professor-Track Faculty and the Reappointment of Scholars in Residence in the College of Engineering and Applied Science” document.

Applicability

This interim guidance applies to all reappointment and promotion reviews of teaching professor-track faculty members conducted within CEAS during academic year 2026–2027.

Use of Existing Primary Unit Criteria

Until revised primary unit criteria are voted on by the end of the Spring 2027 semester, to become effective for academic year 2027–2028, primary units will continue to use their existing criteria for evaluating teaching professor-track faculty members.

For purposes of applying the standards established in campus policy, the following equivalencies shall be used:

During academic year 2026-2027, CEAS shall interpret the campus standard of **effective** performance in **leadership and service** as satisfied when the faculty member meets the primary unit’s existing criteria for leadership and service (e.g., “Meritorious”) by rank and action.

For teaching professor-track faculty members who voluntarily elect to include up to 10% workload weighting towards scholarly and creative work (for the purpose of merit evaluations), during academic

year 2026-2027, CEAS shall interpret the campus standard of **effective** performance in **scholarly and creative work** as satisfied when the faculty member meets the primary unit's existing criteria for scholarly and creative work (e.g., "Meritorious") by rank and action.

Reappointment

Campus policy requires faculty candidates seeking reappointment to demonstrate **effective** performance in the components of their annual merit formula. Primary unit criteria for reappointment may vary by rank; the criteria for the appropriate rank and action should be used.

During academic year 2026–2027, CEAS shall interpret the campus standard of **effective** performance in **teaching** as satisfied when the faculty member meets the primary unit's existing criteria for performance in teaching by rank (e.g., "Meritorious" or "Excellent").

Promotion to Associate Teaching Professor

Campus policy requires candidates for promotion to Associate Teaching Professor to demonstrate **success** in teaching.

During academic year 2026–2027, CEAS shall interpret the campus standard of **success** in teaching as satisfied when the faculty member meets the primary unit's existing approved criteria for "Excellent" in teaching.

Promotion to Teaching Professor

Campus policy requires candidates for promotion to Teaching Professor to demonstrate a **record of excellence** in teaching.

During academic year 2026–2027, CEAS shall interpret the campus standard of a **record of excellence** in teaching as satisfied when the faculty member meets the primary unit's existing approved criteria for a "record of distinction" in teaching.

Other Criteria and Procedures

All other requirements established by University of Colorado Regent Laws and Policies, CU Boulder campus policy, approved primary unit criteria and procedures, and applicable CEAS guidance remain in effect.

Sunset Provision

This interim guidance shall remain in effect through the conclusion of reviews for the reappointment and promotion of teaching professor-track faculty during academic Year 2026–2027. Primary units must have established and voted on new criteria in accordance with campus and CEAS policy by the end of May, which will be effective beginning academic year 2027–2028.

The Professional Rights and Responsibilities of Faculty Members (PRR) Background for Academic Leaders

Context and Purpose

The Boulder Faculty Assembly composed what is now the Professional Rights and Responsibilities of Faculty Members and Roles and Professional Responsibilities of Academic Leaders (PRR) in 1982. The original and continued purpose of the PRR is “to protect academic freedom, to create a collegial enterprise to help preserve the highest standards of teaching and scholarship, and to advance the mission of the university as an institution of higher learning.”

Over several decades, the BFA has produced a handful of revisions to the document, most recently in 2022. In recognition of its utility, the provost made the PRR official Academic Affairs policy in 2013. This means that rather than a description of rights and responsibilities and a set of best practices for dealing with unprofessional conduct, the campus requires that academic leadership use these practices when dealing with conflict and unprofessional conduct.

The PRR has four parts. Part III of the PRR lays out the roles and responsibilities of academic leaders, which in this context refers largely to chairs and directors. These include the responsibilities to:

recognize, sustain, and model, through policy and practice, an environment that promotes and exemplifies basic human dignity for all faculty, students and staff;

be receptive to questions, complaints, grievances, suggestions, and communications from members of the unit;

[and engage in] timely resolution of allegations of unprofessional conduct.

General Principles

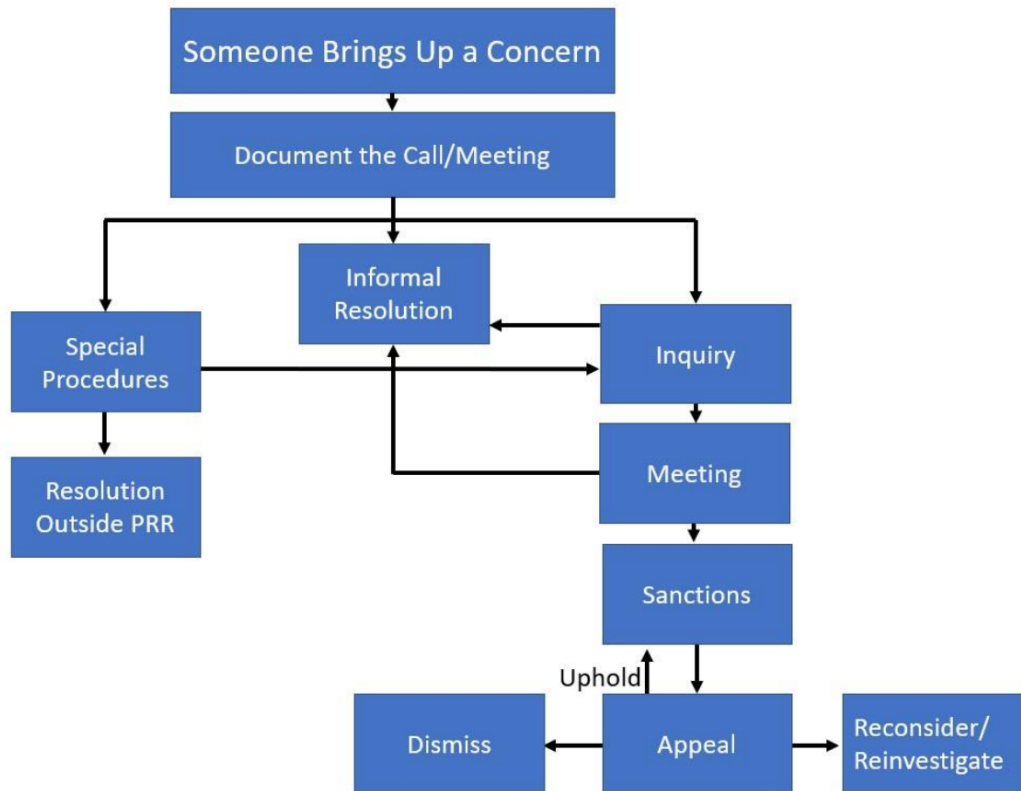
The PRR identifies a handful of core principles for reviewing and responding to concerns about unprofessional conduct from faculty members (IV.A.1-7; IV.A.D.1). These emphasize:

- Acting in such a way as to respect and maintain academic freedom
- Resolving issues at the lowest possible level
- Speaking directly with the parties involved, and
- Maintaining confidentiality to the extent possible

The PRR and our office also counsel academic leaders to:

- Communicate well and often with the parties involved
- Act promptly
- Document concerns and any actions you take to address those concerns
- Act progressively and in proportion to the concern
- Address performance and conduct through appropriate processes
- Utilize university resources

Process for Responding to Allegations of Unprofessional Conduct (Part IV)



Questions for listening:

- What happened and when?
- What does the complainant want?
- How can I help this person to organize their thoughts?

Questions for the process:

- Is this a conduct issue or a performance issue?
- Does this complaint require a special procedure?
- Might this complaint be resolved informally? If so, how?
- What, if anything, do I need to document?

If the matter may involve a sanction, may require immediate action, and/or is potentially part of a larger or more concerning pattern of unprofessional behavior, please consult with Faculty Relations.