

# Faculty Handbook

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## 1. Introduction

This handbook provides an overview of policies, procedures, and expectations for faculty in the Paul M. Rady Department of Mechanical Engineering at CU Boulder. It complements university-wide policies available at:

CU Boulder Faculty Policies and Guidelines:

<https://www.colorado.edu/academicaffairs/about/policies-customs-guidelines>

## 2. Faculty Roles and Responsibilities

Faculty are expected to contribute to teaching, research, and service. Tenure-track faculty are research-active and advise graduate students. Teaching faculty focus on instruction and service.

[Standing Committee Charters](#)

[Professional Rights and Responsibilities \(PRR\)](#) - describes the professional standards faculty members are expected to maintain and provides a mechanism for addressing allegations that a faculty member has failed to meet those standards.

### 3. Teaching Policies

Teaching loads, buyout policies, and workload expectations are detailed in the ME Faculty Teaching Policies document.

[ME Faculty Teaching Policies](#)

### Semester Course Preparation & Policy Resources

Faculty should review the [Campus Academic Instruction Guidance](#) each August for update exam policies, required syllabus statements, and calendar changes.

When scheduling exams:

- Check the [ME Midterm Calander](#) to avoid conflicts with common core exams and add your exam dates once confirmed.
- Consult the [Register's final exam schedule](#) for assigned times based on meeting pattern.
- Contact [Nick Lenk](#) for assistance with evening room bookings or accommodation.

### 4. Annual Merit Evaluation

Faculty are evaluated annually in teaching, research, and service using a 5-point scale. The evaluation process and criteria are outlined in the merit evaluation document.

[ME Merit Evaluation Process CY2024](#)

[Peer Teaching Evaluation Procedures](#)

[CEAS Performance Evaluation](#)

### 5. Reappointment, Promotion and Tenure

Promotion and tenure are based on meritorious performance in all areas and excellence in either teaching or research. Criteria and procedures are detailed in the following documents:

[Tenure/Tenure Track Primary Unit Criteria](#)

[Teaching Faculty Primary Unit Criteria](#)

[CEAS T/TT Guidance](#)

[CEAS Teaching Faculty Guidelines](#)

[CEAS 2025 CRPT Information Packet](#)

[Post-Tenure Review](#)

## 6. Sabbatical and Leave

Full-year sabbaticals offer extended research time and salary relief. Faculty may apply for summer salary supplements and discretionary funds.

[Memo from Peter Hamlington \(March 2023\)](#)

[One Semester Teaching Release for CEAS Instructional Faculty](#)

[Campus and CEAS Policy and Procedure](#)

## 8. Governance and Bylaws

Departmental governance is defined in the bylaws. These documents outline faculty voting rights, committee structures, and amendment procedures.

[Paul M. Rady Department of Mechanical Engineering Bylaws](#)

## 9. Performance Management and Employment Actions Guidance for Research Faculty (Postdocs, PRAs, Research Associates, etc.)

Research faculty are subject to a progressive discipline process including coaching, written warnings, PIPs, and termination.

[Performance Management and Employment Action Policy and Procedure for Research Faculty](#)

[Termination Process](#)

[Letter of Expectation](#)

[PIP Template](#)

## 10. Appendices and References

All referenced documents are available in the department's shared drive or upon request. Templates and forms are included in the appendices.

## 11. Additional Resources

- **Research & Innovation Office (RIO) – Faculty Development**  
Workshops and development opportunities for faculty offered by RIO.  
<https://www.colorado.edu/researchinnovation/node/8528/faculty-development-and-workshops>
- **RIO – Faculty Funding Opportunities**  
Internal and external funding opportunities curated by RIO.  
<https://www.colorado.edu/researchinnovation/node/8528/funding>
- **Principal Investigator (PI) Academy**  
Program to orient early career, tenure-track faculty to CU Boulder's research community and resources.

<https://www.colorado.edu/researchinnovation/node/8528/faculty-development-and-workshops/principal-investigator-pi-academy>

- **CEAS Faculty Resources**

College of Engineering and Applied Science resources for faculty, including policies, forms, and teaching support.

<https://www.colorado.edu/engineering-faculty-affairs>

- **Center for Teaching and Learning**

Support with course planning/development.

<https://www.colorado.edu/center/teaching-learning/>

- **Human Research & Institutional Review Board (IRB)**

Responsible for review of all human subject research conducted by CU Boulder faculty, staff, students or other affiliates and agents.

<https://www.colorado.edu/researchinnovation/node/8496/human-research-irb>

- **ME Faculty & Staff Resources Department** - specific tools, forms, and mentoring materials for ME faculty and staff.

<https://www.colorado.edu/mechanical/faculty-staff-resources>