

## **SECTION 4 APPOINTMENTS**

### **4.1 FACULTY RANKS AND TITLES**

#### **4.1.1. Tenured and Tenure-Track Faculty Appointments – Professor, Associate Professor, and Assistant Professor Ranks**

These ranks are assigned to tenured or tenure-track faculty members who are required to perform duties involving teaching, scholarship, and professional service.

#### **4.1.2 Non-Tenure-Track Faculty Appointments**

This paragraph provides a description of the basic characteristics of the faculty appointments listed below. Specific details regarding the level of time commitment required, job duties, and the employment benefits associated with a particular appointment will be addressed in an employee's employment contract or employment offer letter. A faculty member holding one of the ranks or titles listed below is not eligible for tenure while serving at that rank.

##### **A. Teaching Professor, Teaching Associate Professor and Teaching Assistant Professor Ranks**

These ranks are assigned to part-time and full-time instructional faculty members with assignments primarily devoted to teaching. These appointments are anticipated to be at least one full academic year in duration. Faculty members holding these titles are expected to remain current with developments in their fields so as to maintain the highest quality of instruction and are encouraged to attend and participate in department/division/program activities and shared governance in keeping with the normal practices of the academic unit(s) which form the locus of their appointments. They are required to fulfill all applicable terms of the Faculty Handbook. Teaching faculty may serve as the co-advisor for graduate students and as the principal investigator on Mines proposals. They may request Graduate Faculty status (see Section 4.3) to serve as the primary advisor to graduate students. Teaching faculty are members of the Academic Faculty (Section 4.2).

Teaching Faculty are initially hired on one-year renewable contracts. Entering a faculty member's third year at Mines, Teaching Faculty contracts are extended to two-year contracts renewed annually. Non-renewal notification provisions for both types of contracts are defined in Section 9.2.1.

## **B. Professor of Practice**

This position is appropriate for exceptional practitioners in fields aligned with Mines. Candidates for Professor of Practice shall have terminal degrees in disciplines related to Mines' programs or equivalent professional experience and shall have achieved exceptional distinction as practitioners in such disciplines. Professors of Practice are appointed on a year-to-year basis, contingent upon sufficient need and funding within the hiring department or division. Appointments may be part-time or full-time. Professors of Practice are members of the Academic Faculty (Section 4.2).

Professors of Practice are generally expected to devote a substantial portion of their professional life to Mines. The Professor of Practice title is not appropriate for individuals whose external affiliation is or has been primarily academic. A Professor of Practice may not hold active, full-time appointments elsewhere. An individual, however, may be on leave from a non-academic position for the duration of the Mines appointment.

Involvement by the Professor of Practice in institutional activities will vary according to programmatic needs. Duties and responsibilities may include teaching, research and service. Professors of Practice may have full responsibility for course instruction, be principal investigators on Mines proposals, and may request Graduate Faculty status (Section 4.3) enabling them to serve as the primary advisor to graduate students.

## **C. Librarian Ranks**

The title "Librarian" coupled with the appropriate faculty rank is used to describe faculty members whose duties involve rendering professional library service to the Mines community in the information fields. Library faculty also contribute professionally by conducting research and scholarship and by performing service to their profession and the Mines community. Library faculty are members of the Academic Faculty (Section 4.2).

## **D. Research Professor, Research Associate Professor, and Research Assistant Professor**

The title "research" coupled with the appropriate rank is used to describe faculty whose primary responsibilities are obtaining research funding, performing research, and providing assistance in directing graduate student thesis projects. When remunerated, these positions are funded through grant or contract sources. By mutual agreement between the research professor and his or her department head the professor may also engage in teaching and service. Research faculty may serve as the co-advisor for graduate students and as the principal investigator on Mines proposals subject to Mines' policy and guidelines of the Office of Research Administration and the Vice President for Research and Technology Transfer. They may request Graduate Faculty status (see Section 4.3) to serve as the primary advisor to graduate students. Research Faculty are members of the Academic Faculty (Section 4.2).

## **E. Other Research Related Titles**

Faculty members holding the titles listed below are primarily responsible for supporting the institution's research enterprise by providing assistance and support to Academic Faculty in obtaining research funding, performing research, and directing graduate student thesis projects. When remunerated, these positions are funded through grant or contract sources.

### **1. Visiting Scholar**

This title is used to describe faculty members with appointments at other universities to be temporarily associated with Mines. The primary responsibilities of visiting scholars involve performing research and providing assistance in directing graduate student thesis projects, and their salaries are generally paid from non-State funds. Visiting Scholars may hold their positions for up to two years and may serve with or without remuneration. Visiting Scholars are ineligible for tenure.

### **2. Postdoctoral Fellow**

This title is used to describe researchers who have a doctoral degree and who are expected to lead part of a project or research grant/fellowship. The fellow may engage in teaching and provide assistance in directing graduate student thesis projects. The normal term of employment will be for up to two years, although the arrangement may be extended for a third year with the approval of the Dean and Provost.

### **3. Research Associate**

This title is used to describe researchers who have already completed two years as a Postdoctoral Fellow or equivalent experience. Research Associates may lead a major part of a research grant, including serving as a co-PI on proposals, and will typically have more specialized skills and more autonomy to implement their own ideas than a Postdoctoral Fellow. This is usually a fixed-term position but may be more open-ended depending on availability of research funds. Research Associates frequently work with the Principal Investigator to develop proposals and mentor graduate students.

### **4. Research Support Staff (I – V)**

This title series is used to describe research support staff positions that are exempt from the State classified system based on the source of funding for the positions (grants, gifts, or revenues generated through auxiliary activities). They are not exempt from the Fair Labor Standards Act. For more detail on this series of positions and qualifications for same, please refer to the Human Resources website.

## **5. Research Administrative Professional**

This title is used to describe a staff position that is both exempt from the State classified system based on the funding source the positions (grants, gifts, or revenues generated through auxiliary activities) and exempt from the Fair Labor Standards Act based on the level of professional duties required of the position. A staff person in this position typically has director or managerial responsibilities.

## **6. Research Technical Professional**

This title is used to describe a staff position that is both exempt from the State classified system based on the source of funding for the position (grants, gifts, or revenues generated through auxiliary activities) and exempt from the Fair Labor Standards Act based on the level of professional duties required of the position. A staff person in this position provides high-level technical expertise in a particular discipline and performs duties at a senior or managerial level.

## **7. Affiliate Faculty**

This title is used to describe individuals with mutually beneficial ties to Mines that warrant such an appointment, such as individuals who are employed elsewhere or who are retired. This is not intended for retired Mines faculty, who are encouraged to use the standard Research Faculty track. Typically, these individuals are involved with university faculty members and their research programs. Affiliate Faculty may serve on thesis committees and as a co-advisor to graduate students. However, they are not permitted to serve as the primary advisor. Affiliate Faculty are not permitted to serve as the principal investigator on Mines proposals, but they may serve as a co-principal investigator. Affiliate Faculty may hold their positions for up to two years, may be renewed, and may serve with or without remuneration. If the appointment is remunerated, the FTE assigned shall be no greater than 25 percent and remuneration must be approved by the employer and the appropriate Department Head and Dean at Mines. Affiliate Faculty are not evaluated in the scheduled and formal manner that is required for the other types of faculty appointments.

## **8. External Joint Appointee**

Joint Appointees are a special category of Affiliate Faculty who have full or part-time positions elsewhere (e.g., NREL, NIST, or USGS) and who have strong collaborations with Mines and Mines faculty. At the request of a full-time academic faculty member at Mines and as approved by the Department Head or Division Director, joint appointees may serve on thesis committees and are permitted to serve as co-advisors to graduate students. To serve as primary advisor, Joint Appointees must become members of the Graduate Faculty (Section 4.3), however, they must identify a co-advisor who has Graduate Faculty status and is not an External Joint Appointee. Joint Appointees may serve as a principal investigator on Mines proposals with appropriate approvals from their employer and from Mines. The Joint Appointee may also engage in teaching with appropriate approvals of the Mines Department Head and their employer. Joint Appointees may hold their positions for up to two years with the possibility of

renewal and may serve with or without remuneration. For joint appointees remunerated at Mines, the monthly level of effort should not exceed 49%.

#### **F. Adjunct Titles**

The title "Adjunct Faculty" is used to describe temporary faculty members who are appointed on a semester-by-semester basis, contingent upon sufficient need and resources within the hiring department or division, to teach a course or conduct other needed activities in the department. Adjunct faculty members may or may not receive remuneration, depending upon the specific nature of their duties and other relevant factors. With regard to non-remuneration adjuncts, the Provost may permit multiple semester appointments. Adjunct faculty may serve as the co-advisor for graduate students, but may not serve as primary advisor, nor may they serve as the PI or co-PI on Mines' research proposals.

#### **G. Visiting Titles**

The title "visiting" coupled with the rank attained at their home institution is used to describe faculty members who by mutual agreement wish to associate themselves with Mines. Visiting faculty members may hold their positions for up to two years and may serve with or without remuneration. This title is normally reserved for faculty members who are serving at Mines while on leave from another academic institution.

### **4.1.3 Named Faculty Appointments**

Faculty appointments made possible through endowments and other gifts enable the school to attract and support outstanding educators and scholars. The following are the categories of positions that can be named in response to a donor's wishes. The filling and rotation of such positions is the sole prerogative of Mines. The granting of tenured status at Mines does not grant or imply tenure rights in any named position.

#### **A. Distinguished Endowed Chair**

A distinguished endowed chair signals the highest honor Mines can bestow upon a faculty member. Funding from the endowment, in combination with funds from other sources, will be used to support the chair holder's compensation package and supply discretionary funds to support the teaching and scholarly activities of the chair. Although chairs are not normally rotated, circumstances may necessitate changing the holder of a chair, and Mines reserves the right to do so at any time for any reason.

## **B. Endowed Chair**

An endowed chair recognizes teaching and research excellence of a Mines faculty member. Funding from the endowment, in combination with funds from other sources, will be used to support the chair holder's compensation package and supply discretionary funds to support the teaching and scholarly activities of the chair. Although chairs are not normally rotated, circumstances may necessitate changing the holder of a chair, and Mines reserves the right to do so at any time for any reason.

## **C. Endowed Professorship**

An endowed professorship is awarded to professors in recognition of their outstanding teaching, research, and service. Income from the endowment or gift will be used in combination with other funds to partially support the teaching and scholarly activities of the recipients. Endowed professorships may be renewed or rotated within a department or among several departments at Mines.

## **D. Developmental Professorship**

Available to junior faculty members, a developmental professorship provides support for the teaching and scholarly activities of the recipients. Developmental professorships may be renewed or rotated within a department or among several departments at Mines.

## **E. Teacher-Scholar**

A teacher-scholar award will be utilized to recognize excellence in scholarly achievements by faculty members. The award will provide support for teaching and scholarly activities, such as travel to technical or professional conferences, summer support, and professional advancement activities.

### **4.1.4 Transitional Faculty Appointments**

From time to time, Mines may enter into Transitional Appointment Agreements with tenured, teaching, or library faculty members who wish to retire. When both Mines and the retiring faculty member deem it mutually beneficial to do so, and contingent upon the approval of the Provost, the parties will negotiate a part-time appointment for a specific period of time, usually not in excess of three years, following the faculty member's retirement date. The Transitional Appointment Agreement will specify the faculty member's responsibilities and level of effort during the transitional appointment. During the period of his or her appointment, the transitional faculty member will retain his or her title and rank at retirement. Transitional appointments do not confer tenure, but may provide the appointee eligibility for certain benefits during the semesters he or she is providing and compensated for services to Mines per the terms of Mines' benefits plans and policies. In rare circumstances, transitional appointments may be considered for administrative faculty. However, these appointments are contingent upon the approval of the President.

#### **4.1.5 Emeritus Faculty Appointments**

Recipients of emeritus status shall receive special recognition at commencement. Additional privileges bestowed upon emeritus faculty members include the issuance of a permanent faculty identification card, a listing in the university catalog, and full continued use of library and athletic facilities. From time to time, Mines may make other facilities, services, or amenities available for the use of emeritus faculty members. However, emeritus appointments do not confer tenure.

At the time of his or her retirement, in recognition of his or her years of dedication and service to Mines, a tenured, teaching, or library faculty member who has completed ten or more years of regular full-time service at Mines in a tenured/tenure track, teaching faculty, Professor of Practice, or library faculty position may be nominated to the Provost by his or her department head, in consultation with the department's promotion and tenure committee (as constituted by the appropriate rank of emeritus appointment sought) and dean, for the title of "emeritus" coupled with his or her academic rank. The Provost shall submit his or her recommendation regarding the emeritus appointment to the Board of Trustees for a final decision.

#### **4.1.6 Administrative Faculty Appointments**

Administrative faculty appointments apply to exempt employees who perform specialized professional duties and hold appointments that are designated by function or title, not by academic rank. Administrative faculty are ineligible for tenure. Tenured faculty members who assume administrative positions at Mines retain the right to resume their tenured faculty positions upon the termination of their administrative responsibilities.

#### **4.1.7 Athletics Faculty Appointments**

Athletics faculty appointments apply to faculty members who teach athletics department courses and/or coach varsity-level sports, and who hold appointments that are designated by function or title, not by faculty rank. Athletics faculty members are ineligible for tenure.

#### **4.1.8 Non-remuneration Appointments**

Upon the review and positive recommendation of the appropriately constituted Department/Division Promotion and Tenure Committee, the Department Head, and the Dean, an individual may be nominated for a non-remunerative, volunteer faculty appointment at the appropriate rank. For non-remunerative appointments not involving faculty rank (e.g., research assistant, research associate, etc.) nominations may be made upon the recommendation of the department head without the need for input from the Dean.

For non-remunerative appointments in Academic Affairs, nominations are submitted to the Associate Provost for approval. For non-remunerative appointments in Student Life, Finance and Administration, or in the President's Office, nominations are submitted to the appropriate executive.

Non-remunerative appointments are made for a maximum of two calendar years, though they are renewable. These appointments must provide clearly defined value to the department/ division and Mines as well as to the individual, and specific responsibilities must be detailed. Like all other faculty, non-remunerative faculty are governed by the provisions of the Faculty Handbook. Non-remunerative faculty are ineligible to receive benefits with the exception of provisions set forth in section 5.2 of this Handbook.

Non-remuneration research faculty appointments must follow the process described in section 4.8.1D.

#### **4.1.9 Special Appointments and Titles**

##### **A. Distinguished University Professor**

Colorado School of Mines Distinguished University Professor is the highest honorific title that can be conferred on a tenured faculty member at Mines. It is granted selectively to faculty who have brought great recognition to Mines through the impact of their teaching, mentoring, discovery, innovation efforts, and international recognition. At any given time, the distinction of being named a "Distinguished University Professor" will be accorded to a maximum of 15 tenured faculty members. Once selected, a faculty member will generally hold this title until retirement, subject to the discretion of and revocation at any time by the President. Faculty shall not hold this title concurrently with an endowed chair position.

Any Mines employee may submit a nomination. The Mines Distinguished University Professor Review Committee, which is formed by and chaired by the Provost, will screen the nominations and identify the most competitive candidates. The Provost will recommend finalists to the President who has final authority to award these professorships.

##### **B. Honorary Titles**

Special honorary titles may be conferred by the Provost in conjunction with non-remuneration appointments on a case-by-case basis.

##### **C. Mines Presidential Faculty Fellow**

From time to time, the President may ask a faculty member to perform special duties in service to the institution and will recognize the faculty member's broader institutional role by naming that faculty member a *Mines Presidential Faculty Fellow for (descriptive title)*. Typically, such appointments are limited to three years, but may be extended at the discretion of the President. Such appointments may come with appropriate service, teaching, and research relief as negotiated



by the President, faculty member, and the faculty member's Department Head.

#### **D. University Librarian**

The position of University Librarian is open to any candidate holding the rank Librarian and is appointed by the Provost. The University Librarian articulates a vision of the Library that promotes and supports the University's mission, and implements a strategic plan to advance that vision. The University Librarian integrates diverse resources and technologies, seeks new opportunities, collaborates with university constituents, and cultivates a vibrant research and learning community. The University Librarian fosters an organizational and educational climate that promotes diversity and provides effective leadership to collectively achieve our strategic initiatives. Overseeing management of the Library's virtual and physical space, the University Librarian collaborates with Library faculty, staff, students, and external entities to identify, evaluate, and implement programs that provide services and facilities, enhancing the quality of resources, and increase operational efficiency within the Library. Providing leadership and facilitating library-wide communication, the University Librarian functions as the chief fiscal officer of the Library providing transparent reporting on the budget, supporting a balance between the student-centered library, research support, and the traditional core functions of the Library for the Mines community.

## **4.2 DEFINITIONS**

As used in the Handbook, the following terms are intended to denote the listed groups of faculty:

- **Academic Faculty** - Faculty whose role is to lead, develop, and deliver the institution's instruction, and produce original scholarship and research. This includes the following faculty titles: Tenured and Tenure-Track Faculty of all ranks, Teaching Faculty of all ranks, Professors of Practice, Research Faculty of all ranks (i.e., Research Professor, Research Associate Professor, and Research Assistant Professor), and Library Faculty of all ranks (i.e., Librarian, Associate Librarian, and Assistant Librarian).
- **Academic Faculty of the Whole** - Any faculty member whose primary activity is to be engaged in delivery of instruction or scholarship and research. This includes all Academic Faculty as defined above plus: Adjunct Faculty, Visiting Faculty of all ranks, all other Research Faculty (i.e., Visiting Scholars, Postdoctoral Fellows, Research Associates), Transitional Faculty, Emeritus Faculty, and Athletics Faculty.
- **Administrative Faculty** - Faculty whose role is to provide professional administrative support and/or oversight to institutional operations. This includes all other faculty members holding Administrative Faculty Appointments, as well as Academic Faculty serving in Administrative roles (e.g., Deans, Provost, Vice Provost, University Librarian, Department Heads). As noted in Section 4.1.6, Academic Faculty serving in Administrative appointments retain the rights of their Academic Faculty appointments.

## **4.3 GRADUATE FACULTY STATUS**

### **4.3.1 Qualifications of Graduate Faculty**

Members of the Graduate Faculty at Mines are those qualified to be primary advisor for students conducting research toward a graduate degree. Academic units may choose to further specify the privileges and responsibilities granted to Graduate Faculty in the areas of student supervision, teaching assignments, voting rights, etc. Such unit-level policies should be expressed in writing.

### **4.3.2 Criteria for Appointment to the Graduate Faculty**

It is assumed that all Colorado School of Mines faculty in full-time, tenured or tenure-track positions who serve in academic departments or programs offering graduate degrees are fully qualified to be part of the Graduate Faculty. Hence, they will be appointed to the graduate faculty upon joining Mines. Teaching Faculty, Research Faculty, Professors of Practice, Emeritus Faculty, Joint Appointees, and tenure/tenure-track faculty in departments that do not offer graduate degree are eligible to become members of the Graduate Faculty subject to the following minimum requirements:

- a. Graduate Faculty appointees must have the terminal degree appropriate to their academic field or discipline or must show a comparable level of expertise.
- b. Appointment to the Graduate Faculty must be requested by the candidate and supported by a two-thirds majority of the Tenure/Tenure-Track Faculty, Professors of Practice, and Teaching Faculty with Graduate Faculty status in the academic department or program.
- c. The proposed Graduate Faculty appointee must meet any other criteria established by their department or program, and must be endorsed by the department head or program director and the dean (see Section 4.3.3).

Reflecting the University's interest in encouraging interdisciplinary research and scholarship, academic faculty of the whole who have requested and received Graduate Faculty status in one department may request permission to serve as primary advisor to graduate students in another department or interdisciplinary program. The Department Head or interdisciplinary Program Director may simply approve such requests and forward them to the appropriate Dean for approval. These faculty should be added to the list of faculty who have Graduate Faculty status that Department Heads maintain and submit annually (see Section 4.3.3).

### **4.3.3 Procedure for Appointment to Graduate Faculty**

Appointments to the Graduate Faculty are made and approved by the academic department and Dean. Full-time faculty appointees in tenured or tenure-track positions will be appointed to the Graduate Faculty upon joining Mines. All other appointments to the Graduate Faculty must be initiated by an eligible faculty member or external joint appointee requesting such status. Faculty eligible to request

Graduate Faculty status include Teaching Faculty, Research Faculty, Professors of Practice, and external Joint Appointees. No faculty, other than tenure/tenure-track faculty, may be assigned as a primary advisor to a graduate student unless Graduate Faculty status has been approved. Those without Graduate Faculty status can, however, serve as co-advisors or as members of a student's thesis committee.

To request Graduate Faculty status, the eligible faculty member should complete the Graduate Faculty request form and submit it with appropriate documentation to the chair of their department's Promotion and Tenure committee. The department's Promotion and Tenure Committee Chair should then bring the case to the Graduate Faculty for a vote. A positive vote of at least two-thirds of the tenure/tenure-track Faculty, Professors of Practice, and Teaching Faculty with Graduate Faculty status is required. The Chair should then submit the results of the vote to the Department Head who should provide a letter of support that includes the results of the vote to the Dean. The Dean will then give final approval to the Registrar's Office. Once a non-tenure/tenure track faculty member has been approved as Graduate Faculty, that member will retain graduate faculty status until such time as the Department Head, with the input and advice of the Graduate Faculty in the department, decides to terminate the status.

#### **4.4 MINIMUM QUALIFICATIONS FOR FACULTY RANKS**

##### **4.4.1 Tenured and Tenure-Track Faculty Appointments**

While a doctoral degree is usually required for appointment to the professorial ranks at Mines, in exceptional cases as may be determined by the Provost, the needs of Mines may dictate that professional experience and/or accomplishments beyond the baccalaureate degree may be considered the equivalent of a doctoral degree.

##### **A. Assistant Professor**

1. Doctoral degree; and
2. Demonstrated potential for successful teaching, scholarship, and service

##### **B. Associate Professor**

1. Doctoral degree;
2. Documented success in teaching, scholarship, and service; and
3. Potential for national and international professional recognition

##### **C. Professor**

1. Doctoral degree;
2. Record of excellence in teaching, scholarship, and service; and
3. National and international professional recognition

#### **4.4.2 Non-Tenure-Track Faculty Appointments**

##### **A. Teaching Faculty**

An individual must possess at least the minimum specified academic degree in order to be considered for any of the instructional faculty positions listed below. However, upon the recommendation of the Department Head, and with the approval of the Dean, and the Office of the Provost, modifications to the professional experience and/or accomplishments and/or a different academic degree may be approved as substitutions to the minimum academic degree specified for each title.

##### **1. Teaching Assistant Professor**

- a. Either a terminal degree (e.g., a doctoral degree) or a Master's degree along with professional or academic experience and accomplishments; and
- b. Demonstrated potential for successful teaching

##### **2. Teaching Associate Professor**

- a. Either a terminal degree (e.g., a doctoral degree) or a Master's degree along with professional or academic experience and accomplishments; and
- b. Documented success in teaching as instructor of record and relevant service.

##### **3. Teaching Professor**

- a. Either a terminal degree (e.g., a doctoral degree) or a Master's degree along with professional or academic experience and accomplishments; and
- b. Record of excellence in teaching; and
- c. Demonstrated excellence in pedagogy, which may be evidenced by course innovation, publications, or success in attracting pedagogical research support

##### **B. Professor of Practice**

An individual must possess at least the minimum specified academic degree in order to be considered for Professor of Practice. However, upon the recommendation of the Department Head, and with the approval of the Dean, and the Office of the Provost, modifications to the professional experience and/or accomplishments and/or a different academic degree may be approved as substitutions to the minimum academic degree specified for each title.

1. Either a terminal degree (e.g., a doctoral degree) or equivalent professional experience; and
2. Substantial professional experience with a national or international reputation demonstrating achievement as a distinguished practitioner of the discipline.

### **C. Library Faculty**

A master's degree from an American Library Association-accredited program is generally the minimum requirement for appointment to a library faculty position. The University Librarian may waive this requirement if a library faculty position requires an advanced degree in another appropriate field. Additional qualifications and experience may be required, depending upon the nature of the position.

#### **1. Assistant Librarian**

Demonstrated potential for achieving success in the performance of professional librarianship, scholarship, and service.

#### **2. Associate Librarian**

- a. Evidence of success in the performance of professional librarianship;
- b. Evidence of professional contributions in the areas of research and scholarship which demonstrate an impact on librarianship or other academic disciplines; and
- c. Evidence of significant service within the academic community.

#### **3. Librarian**

- a. Evidence of excellence in the performance of professional librarianship;
- b. Evidence of professional contributions in the areas of research and scholarship which are of significance to librarianship or other academic disciplines and which provides recognition to the individual and the institution; and
- c. Evidence of significant service within the academic community and the library profession.

### **D. Research Faculty**

While a doctoral degree is usually required for appointment to the research faculty ranks at Mines, in exceptional cases as may be determined by the Provost, the needs of Mines may dictate that professional experience and/or accomplishments beyond the baccalaureate degree may be considered the equivalent of a doctoral degree.

#### **1. Research Assistant Professor**

- a. Doctoral degree; and
- b. Demonstrated potential for success in scholarship and service.

**2. Associate Research Professor**

- a. Doctoral degree; and
- b. Documented success in scholarship and service.

**3. Research Professor**

- a. Doctoral degree; and
- b. Record of excellence in scholarship and service.

**E. Other Research Related Titles**

When a doctoral degree is required for appointment to the other research related titles at Mines, in exceptional cases as may be determined by the Provost, the needs of Mines may dictate that professional experience and/or accomplishments beyond the baccalaureate degree may be considered the equivalent of a doctoral degree.

**1. Visiting Scholar**

Education and experience closely related to the job duties of the position.

**2. Postdoctoral Fellow**

Doctoral Degree

**3. Research Associate**

Doctoral degree;  
Postdoctoral Fellowship or equivalent;

**4. Research Support Staff (I-V)**

Education and experience closely related to the job duties of the position.

**5. Research Administrative Professional**

Education and experience closely related to the job duties of the position.

**6. Research Technical Professional**

Education and experience closely related to the job duties of the position.

## **7. Affiliate Faculty**

An Affiliate Faculty member must possess the qualifications for the position to which he or she is appointed.

## **8. External Joint Appointee**

- a. Doctoral degree;
- b. Record of excellence in scholarship and service;
- c. National or international professional recognition; and
- d. Strong collaboration with Mines faculty

## **F. Adjunct Titles**

Adjunct Faculty must possess the qualifications for the position to which he or she is appointed. If appropriate to the position, preference will be given to advanced degrees and proven teaching ability.

## **G. Visiting Titles**

Education and experience closely related to the job duties of the position.

### **4.4.3 Administrative Faculty Appointments**

Minimum qualifications for each administrative faculty position shall be determined by the hiring authority for that position after appropriate consultation with the Office of Human Resources. Most administrative faculty positions will require at least a baccalaureate degree plus appropriate experience relevant to the job assignment.

## **4.5 FACULTY APPOINTMENT PROCESS**

It is the responsibility of each department head and administrative director to recruit faculty for new or vacant positions and to recommend their appointment to the President or appropriate vice president. In discharging this responsibility, department heads and administrative directors should consult with appropriate Mines personnel and knowledgeable persons in other academic, governmental, and business institutions. All hiring shall be done in accordance with Mines' Affirmative Action Plan and other appropriate legal requirements.

#### **4.5.1 General Outline of Faculty Appointment Process**

##### **A. Tenured Faculty, Tenure-Track Faculty, Teaching Faculty, Library Faculty, and Professors of Practice**

1. The Department Head shall obtain authorization from the Provost regarding the availability of a departmental position as well as the rank and the salary that can be offered.
2. The vacancy shall be advertised in one or more professional journals or other appropriate publications.
3. Applications will be considered in accordance with the rules established for each search. A departmentally appointed faculty committee, which shall not include the head of the hiring department, shall be utilized as a part of the applicant screening process.
4. The finalists shall be personally interviewed by appropriate members of the department and the administration.
5. A summary of departmental observations of all interviewed candidates shall be included in the department head's written hiring recommendation.
6. The Department Head shall submit a recommendation to the Provost in writing, together with all required administrative forms, letters of recommendation, resumes and transcripts. [If an offer of tenure is being considered for a new faculty member, the departmental promotion and tenure committee shall be involved in the decision as set forth in subparagraph 8.1.7.B below.]
7. The Provost, upon the written recommendation of the Department Head, can determine that following this process would not be in the best interests of Mines. In such cases, the Provost, after consultation with the Associate Vice President for Human Resources, may provide written authorization to modify this process as necessary and appropriate.
8. The selected candidate shall be recommended by the Provost to the President for appointment. No employment, or other type of contractual relationship, shall arise between Mines and the candidate until the written employment contract or offer letter has been executed by the President, or the President's delegate, on behalf of Mines.
9. Following discussions with the Provost and contingent upon the approval of the President, the Department Head shall verbally negotiate salary and other terms of employment with the candidate. However, because benefits are determined by employment category, the terms of employment may not modify any benefits programs offered by Mines.



10. Once negotiations between the Department Head and the candidate have concluded, an appropriate Mines employment contract or offer letter shall be prepared for the selected candidate.

#### **B. Adjunct Faculty and Visiting Faculty**

1. The Department Head shall confer with the Provost to confirm the availability of a departmental position as well as the salary that can be offered.
2. While departments are encouraged to advertise vacancies for Adjunct Faculty, there may be a need to fill an Adjunct Faculty position immediately or on relatively short notice, thus direct appointment and reappointment of Adjunct Faculty on a semester-by-semester basis, without a search, may be made.

#### **C. Research Titles**

##### **1. Research Professor, Research Associate Professor, and Research Assistant Professor**

- a. The Principal Investigator shall confer with the Department Head to confirm the availability of a research faculty position and of institutional or departmental resources that will be required to support the position.
- b. Departments may decide to advertise vacancies for Research Faculty. If a search is undertaken, the search process outlined for Administrative Faculty in section 4.9.1 F beginning at Step 2 will be followed.
- c. In many cases, the Principal Investigator may have a need to fill the Research Faculty position immediately or on relatively short notice. In these cases, direct appointment of Research Faculty for the period of a grant or contract without a search may be made with the approval of the Department Head.
- d. For research professors, research associates professors, research assistant professors, and joint appointees, the curriculum vitae of the candidate should be circulated to the faculty and the candidate should be asked to give a seminar and afforded the opportunity to meet with as many of the department faculty as possible. Subsequently, a minimum of two-thirds of the department tenured and tenure-track faculty must vote in favor of the appointment. After appropriate approval at the department level, the Department Head will submit the appointment for approval to the dean.
- e. If the appointment is approved by the department tenured and tenure-track faculty, the Principal Investigator will seek the approval of the Department Head for the new appointee's salary even if the appointment will initially be non-

remunerated. The salary should be comparable to research faculty with similar appointments in the department.

- f. Upon appropriate approval at the department level the Department Head will submit the tenured and tenure-track faculty approval memo to the college dean.

## **2. Visiting Scholar**

The Principal investigator requests appointment. Appointments require approval from the Department Head, Office of Research Administration, Dean, and Office of International Student and Scholar Services.

## **3. Postdoctoral Fellow, Research Associate, Research Support, and Affiliate Faculty**

The Principal investigator requests appointment. Appointments require approval of the Department Head and Dean.

## **4. External Joint Appointee**

Appointments require approval by 2/3 of departmental or program tenured and tenure-track faculty, and approval of the Department Head or Program Director, Dean, and Provost, in addition to appropriate approvals from laboratory/employer supporting the joint appointee.

## **D. Teaching Faculty**

The appointment process for tenured/ tenure-track faculty set forth in 4.9.1.A above shall also be followed for the appointment of teaching professors, teaching associate professors, and teaching assistant professors, unless the Provost determines that following this process would not be in the best interests of Mines. In such cases, the Provost may provide written authorization to modify this process as necessary and appropriate.

## **E. Administrative Faculty**

1. The supervisor of the new or vacant administrative faculty position shall confer with the Department Head and the appropriate Vice President, if applicable, to confirm the availability of the position. The supervisor shall concurrently notify the Office of Human Resources of the availability of the position and the initiation of the hiring process.
2. Unless a decision is made to fill the position through an internal promotion, the availability of the position shall be advertised in one or more professional journals or other appropriate publications. In conjunction with the Office of Human Resources, the supervisor shall appoint a search committee to assist in the applicant screening process.

3. Applications will be considered in accordance with the rules established for each search.
4. The finalists shall be personally interviewed by all appropriate Mines constituent groups.
5. The Vice President or Provost in consultation with the Associate Vice President for Human Resources, on the written recommendation of the department head, may determine that following the full search process would not be in the best interests of Mines. In such cases, the Vice President or Provost may provide written authorization to modify this process as necessary and appropriate.
6. The supervisor shall submit a written recommendation to the President or Vice President, including a summary of the search committee's observations of all interviewed candidates. Resumes, letters of recommendation, and other supporting documentation for each final candidate shall also be forwarded as part of the recommendation package.
7. The selected candidate shall be recommended to the President for appointment. No employment, or other type of contractual relationship, shall arise between Mines and the candidate until the written offer letter has been executed by the President, or the President's delegate, on behalf of Mines.
8. Following discussions with the President or Vice President, the supervisor shall verbally negotiate salary and other terms of employment with the selected candidate. However, because benefits are determined by employment category, the terms of employment may not modify any benefits programs offered by Mines.
9. Once negotiations between the supervisor and the candidate have concluded, an appropriate Mines offer letter shall be prepared for the selected candidate. Any special understandings or conditions that have been negotiated with the candidate shall be clearly stated in the offer letter provided to the candidate.

#### **F. Athletics Faculty**

On account of circumstances that are unique to their positions, such as the seasonal nature of intercollegiate athletics and the timing of recruiting cycles, a search shall not be required for the hiring of qualified athletics department faculty. In order to bypass the search process, the department head must receive written confirmation from the appropriate vice president regarding the availability of the position, the title and salary that can be offered, and approval to proceed without a search. Upon receipt of confirmation from the appropriate vice president, the Department Head shall notify the Office of Human Resources of the availability of the position and the intention to fill the position without a search. Once an individual has been selected for the position, the hiring shall proceed in accordance with step 6 and the remaining steps of the process set forth immediately below.

If it is determined that a search is required for an athletics faculty position, the following process shall be utilized:

1. The Department Head shall confer with the appropriate Vice President to confirm the availability of the position as well as the title and salary that can be offered. The Department Head shall concurrently notify the Office of Human Resources of the availability of the position and the initiation of the hiring process.
2. Unless a decision is made to fill the position through an internal promotion, the availability of the position shall be advertised in one or more appropriate publications. In conjunction with the Office of Human Resources, the Department Head shall appoint a search committee, including a committee chairperson, to assist in the applicant screening process. The Department Head and any supervisor of the position may chair or actively serve on the search committee.
3. Every application received for the position shall be considered.
4. The finalists shall be personally interviewed by all appropriate Mines constituent groups.
5. The search committee chairperson shall submit a written recommendation to the Department Head, including a summary of the search committee's observations of all interviewed candidates. Resumes, letters of recommendation, and other supporting documentation for each final candidate shall also be forwarded as part of the recommendation package.
6. The Department Head shall submit a written recommendation to the appropriate Vice President together with appropriate supporting documentation, which shall include all required administrative forms, resumes, transcripts, and, if applicable, letters of recommendation.
7. The selected candidate shall be recommended to the President for appointment. No employment, or other type of contractual relationship, shall arise between Mines and the candidate until the written employment contract or offer letter has been executed by the President, or the President's delegate, on behalf of Mines.
8. Following discussions with the appropriate Vice President, the Department Head shall verbally negotiate salary and other terms of employment with the selected candidate. However, because benefits are determined by employment category, the terms of employment may not modify any benefits programs offered by Mines.
9. Once negotiations between the Department Head and the candidate have concluded, an appropriate Mines employment contract or offer letter shall be prepared for the selected candidate. Any special understandings or contractual

conditions that have been negotiated with the candidate shall be clearly stated in the contract / offer transmittal letter and provided to the candidate with the employment contract or offer.

## **G. Temporary Faculty**

Temporary faculty may be hired in the following categories: Adjunct, Administrative, Research, Library, and Athletics. If it is determined that a need exists that can best be filled by a temporary appointment, the hiring department may request authorization from the appropriate Vice President to hire a temporary faculty member.

### **1. Adjunct Faculty**

The conditions outlined in Section 4.7.1 B shall apply to the appointment of an Adjunct Faculty member.

### **2. Temporary Administrative, Research, and Library Faculty**

The following conditions shall apply to the appointment of a temporary administrative, research, or library faculty member: (a) a temporary appointment may be made without a search; (b) the duration of a temporary appointment shall not exceed twelve months; (c) a temporary appointment shall not be renewable, except that under extraordinary circumstances with the approval of the appropriate Vice President, the appointment may be renewed for an additional period of up to twelve months; (d) a candidate for a temporary appointment must possess the qualifications that would be required for a regular appointment to the same position; and (e) the hiring department must submit a brief job description along with the hiring paperwork.

### **3. Temporary Athletics Faculty**

The following conditions shall apply to the appointment of a temporary athletics faculty member: (a) a temporary appointment may be made without a search; (b) the duration of a temporary appointment shall not exceed twelve months; (c) a temporary appointment shall not be renewable, except that under extraordinary circumstances with the approval of the appropriate Vice President, the appointment may be renewed for an additional period of up to twelve months; and (d) a candidate for a temporary appointment must possess the qualifications that would be required for a regular appointment to the same position.

#### **4.5.2 Locus of Appointment**

Each teaching/research faculty member shall have a locus of appointment in one or more academic departments or divisions of Mines, which shall be stated in the faculty member's employment contract or letter of appointment.

### **4.5.3 Internal Joint Appointments**

Internal joint appointments may be made when the professional activities of a faculty member fall within the purview of two or more Mines departments or divisions. A joint appointee shall have a formal locus of appointment in one or more departments.

If a formal locus of appointment is distributed over multiple departments (i.e., if faculty FTE and formal responsibility is shared across departments), one department shall be designated as the faculty member's primary locus of appointment. The faculty member's annual evaluation and promotion review shall be conducted by the primary department, with input solicited from the secondary department(s). Tenure is held in the primary department. Beyond how evaluations and promotion reviews are conducted, faculty members splitting loci of appointment across multiple departments shall have all of the rights, privileges, and responsibilities enjoyed by faculty in each department.

If a faculty member wishes to change his/her primary locus of appointment, the process for doing so is defined in Section 4.9.4 below.

If the appointment in a second department is zero FTE, the appointment is a courtesy appointment that is supplemental to the faculty member's primary appointment. In this case, input on annual evaluation and promotion review is not required from the other Department(s). Courtesy appointees who are members of the Graduate Faculty (Section 4.3) in their home department, also have Graduate Faculty status in the Department granting the courtesy appointment. Rights and privileges of the courtesy appointment shall be determined by the appointing department. Courtesy appointments do not confer tenure in the appointing department. A faculty member with a courtesy appointment may indicate affiliation with the Department(s) in which he/she has an appointment.

A joint appointee and the relevant Department Heads shall, by mutual agreement, determine the type of joint appointment and, if appropriate, the appointee's FTE distribution. If a consensus decision cannot be reached among the affected parties regarding loci of appointment, the Provost shall decide the issue. In joint appointments with multiple loci of appointment, a written agreement addressing the expectations of the faculty member in each department shall be developed by the relevant Department Heads, reviewed by the faculty member, and approved by the Provost. The Department Head(s) shall notify the Provost in writing and provide a copy of the written agreement reflecting the rights and responsibilities of the joint appointee, signed by the Department Head(s) and the faculty member.

### **4.5.4 Changing Primary Locus of Appointment**

On occasion, the professional activities of a faculty member, tenured or teaching, may evolve such that the faculty member's primary locus of appointment aligns with the purview of a Mines department other than the faculty member's current locus of appointment. In that case, subject to the process described herein, the locus of appointment can be changed. Such a change must be codified in a new contract or letter of appointment.

Tenure-track faculty may not change locus of appointment through this process. Further, the intent of this policy is to provide a process for realignment of existing appointments, not create new joint

appointments, which are governed by section 4.9.3.

In determining whether the requested department change is appropriate, the elements of the faculty member's record to be considered include, but are not limited to the following:

- a. academic credentials,
- b. previous instructional activities, potential instructional overlap with or contribution to the proposed new department, and recent student teaching evaluations at Mines,
- c. if appropriate, previous research activities, and potential research overlap with or contribution to new department,
- d. internal service record at Mines,
- e. professional society affiliations and external service record,
- f. if appropriate, graduate student advising history at Mines, and
- g. collaborations with and other potential contributions to the department to which the faculty member desires to be appointed.

The process for reviewing such a change is as follows:

1. The faculty member should first informally confer with both his or her current Department Head or Division Director (DHDD) and the proposed new DHDD to explore the possibility and desirability of a change in appointment locus.
2. To formally request a change in appointment locus, the faculty member should prepare a dossier for submission to both his or her current (DHDD) and the proposed new DHDD. The dossier should follow the format of a faculty promotion dossier, with the exclusion of external letters of recommendation. The candidate should also include as part of "other information" a clear rationale why his or her professional activities align with the purview of the new department.
3. The Departmental Promotion and Tenure Committee for tenured faculty or Departmental Promotion Committee for teaching faculty in the proposed new department shall review the dossier and provide a letter of recommendation.
4. The DHDDs in the old and proposed new departments shall individually supply letters of recommendation to the package, and the DHDD in the proposed new department shall supply the cover memorandum for the package.
5. For all appointment changes, the appropriate Dean(s) has/have final authority to approve the

change in locus of appointment. The Dean(s) shall review the package and render a decision. With an affirmative decision, the Dean(s) shall 1) work with the respective DHDDs on a transition plan for the appointment; 2) notify the Provost of approval of the change in appointment locus; and 3) work with the Office of the Provost to revise the faculty member's contract and issue a new letter of appointment.

6. Decisions rendered by the Dean(s) or Provost, whichever is appropriate, are final and may not be appealed.

#### **4.6 PROBATIONARY APPOINTMENTS**

Only tenure-track appointments at Mines are probationary in nature. Exempt employees in non-tenure track appointments are employees at-will and, as such, are subject to termination at any time, with or without cause. However, in the case of teaching faculty whose appointments are non-renewed, such terminations are subject to the notice requirements and appeal rights provided in Section 9 below.

A tenure-track appointment is inherently probationary in nature for the full term of the appointment described in the faculty member's employment contract. At the conclusion of the tenure-track period, which under normal circumstances may last up to seven years, the employee has usually either achieved tenure or been terminated for failing to achieve tenure. After the Preliminary Tenure Review has been performed, a tenure-track faculty member may be terminated for failing to demonstrate sufficient progress toward tenure. However, tenure-track faculty members possess full grievance rights and retain their appeal rights in all cases of termination for cause other than insufficient progress toward tenure. [The subjects of academic tenure and the tenure review process are discussed in subsection 8.1 below.]

#### **4.7 FACULTY EMPLOYMENT CONTRACT AND OFFER LETTER PROCESS**

##### **4.7.1 Employment Contracts**

Each newly hired faculty member shall receive either a Mines employment contract, appointment or offer letter, as appropriate to the faculty member's employment category. In subsequent years, each continuing tenured/tenure-track, teaching, and library faculty member shall be notified, usually in writing, each summer notifying the faculty member of his or her salary for the upcoming academic or fiscal year (as the case may be). If a faculty member's title or rank changes, a new employment contract, appointment, or offer letter shall be issued by Mines to reflect such change of title or rank. Academic faculty who have an additional appointment as an administrator, Department Head, Division Director, or a Dean, shall receive an addendum regarding the additional appointment, and in subsequent years he or she shall be given salary update information concerning the additional appointment in the salary notification letter. Other employment contracts, such as extra duties contracts, shall be issued as necessary.



#### **4.7.2 Employment Contract Period or Term of Appointment**

##### **A. Tenured and Tenure-Track Faculty, Teaching Faculty, and Professors of Practice**

The contract period for these faculty normally runs from the date of the annual Faculty Conference to the date of spring Commencement for each academic year. Any exception to these dates shall be noted on the employment contract form or salary notification letter tendered annually by Mines to the faculty member. Academic year salary is generally paid to faculty members in ten equal installments on the last business day of each month from August through May. Faculty may request to receive their academic year salary in twelve equal installments. To do so, a deferred pay agreement must be completed in the Payroll office prior to the first day of work in the fall semester and is irrevocable for the academic year to which it applies. If the period of actual service does not equal a full academic year, salary will be earned in proportion to the fraction of the academic year in which services were actually rendered.

##### **B. Other Non-Tenure-Track Faculty**

Subject to their legislatively mandated employment-at-will status, the appointment renewal period for non-tenure-track faculty will vary according to the duration of the funding which has been secured to support the faculty member's position. Salary shall be paid in monthly installments on the last business day of each month. If the period of actual service does not equal the full length of the appointment, salary will be earned in proportion to the fraction of the appointment period in which services were actually rendered.

##### **C. Administrative Faculty**

Subject to their legislatively mandated employment-at-will status, the salary evaluation and adjustment period for administrative faculty, and other exempt Mines employees whose salaries are calculated on a twelve-month basis, is normally July 1st through June 30th of each year. Salary shall be paid in twelve equal installments on the last business day of each month. If the period of an administrative faculty member's actual service does not equal a full year, salary will be earned in proportion to the fraction of the year in which services were actually rendered.