

**Interpretive Guidance**  
**to**  
***Colorado Mesa University Professional Personnel Handbook***

**Section IV – Benefits**

**E. Retirement**

1. Public Employees Retirement Association (PERA)

- d. PERA retirees, except those retired before July 1, 1994 and limited others, are subject to the limit of working after retirement 110 days/720 hours per year. ...

The prohibition on the number of days a retiree may work for a Colorado public employer is often referred to as the “110 day rule.” Persons who retired before July 1, 1994 have no limitation on the number of days they can work for a Colorado public employer after retirement. Most others are limited by the 110-day rule to working no more than 110 days/720 hours without affecting the retiree’s benefits.

Since January 1, 2011, Colorado Revised Statute 24-51-1101 allows State colleges and universities the ability to hire up to ten (10) PERA retirees for up to 140 days/916 hours per calendar year. There are several requirements that colleges and universities must follow to ensure that the PERA retiree’s benefits will not be reduced when working in excess of the 110 days.

1. The university must determine and be able to demonstrate that there is a critical shortage of qualified candidates for the position.
2. The university must also determine that the PERA service retiree has unique experience, skill, or qualifications that would benefit the university.
3. The university must notify PERA upon hiring a service retiree pursuant to the “140-day exception.”
4. The university must provide a list of all service retirees employed by the university at the start of each calendar year, and shall update the list prior to any additional hiring during the same calendar year.

Thus, if the hiring/recommending supervisor/department head for any position (with an assigned work load of more than 110 calendar year work days) recommends that a PERA retiree be hired for that position, the hiring supervisor/department head will be required to furnish in writing all necessary material to meet #1 and #2 of the statutory requirements listed above. The university will then determine whether the requirements have been met *before* that retiree may be offered a position.

## **Section VI – Evaluation of Faculty for Reappointment, Tenure, Promotion and Post-tenure Review**

### **A. Performance Evaluation**

#### **4. Basic Contractual and Professional Responsibilities.**

This section provides examples of the basic contractual and professional responsibilities of a faculty member at Colorado Mesa University. Responsibilities are not limited to those listed, but are only representative of some of the faculty member's responsibilities.

Subparagraph (a): Faculty have a large window of time between fall and spring semesters. This time is part of their contract and it is assumed that faculty are working on non-teaching responsibilities during this time period (i.e. scholarship, service, advising). The department head is responsible for determining whether the faculty is satisfactorily meeting their responsibilities during this time period. Professional development seminars and workshops, advising sessions, and department meetings may also occur during this time frame and it is up to the department head to determine expectations for faculty attendance at these activities.

Subparagraph (b): Teaching is a primary responsibility of faculty. Faculty is expected to be in every scheduled class, absent an emergency preventing his or her participation. An emergency is a sudden crisis requiring action: an unexpected and sudden event that must be dealt with urgently, a time when action must be taken to avoid complete disaster or breakdown.

In the event of such an emergency, the faculty member must provide "timely notice" to the Department Head that he or she is unable to participate in class. The faculty member must give notice to allow sufficient time to secure a replacement instructor for the class the faculty member is unable to conduct or to notify students of class cancellation. Only in the event of a sudden emergency (i.e. automobile accident or similar disaster) will failure to give "timely notice" be excused.

#### **5. General Evaluation Criteria: The Teacher-Scholar Philosophy at Colorado Mesa University: The Teacher-Scholar statement articulates the faculty's relationship to students, peers, and the larger community and describes the role of faculty at Colorado Mesa University.**

The Teacher-Scholar combines a passion for excellent teaching with an enthusiasm for scholarly and creative endeavors and a desire to serve the program, department, academic discipline, institution, and community. This combination creates a university culture that celebrates critical inquiry, intellectual curiosity, and creative expression.

- Teacher-Scholars engage students in scholarship in ways that develop rigorous critical thinking.
- Teacher-Scholars promote life-long learning by sustaining a culture of intellectual inquiry and by serving as role models, mentors, and guides for students, peers, and local communities.

- Teacher-Scholars integrate inquiry and knowledge into their teaching and continually reflect on and evaluate their teaching strategies.

Broadly defined, Teacher-Scholars engage in scholarship when they contribute to an on-going conversation within and across disciplines, building on and responding to what others have discovered, all with an eye on rigor and fairness.

These scholarly endeavors can take many forms, including:

- creating new knowledge;
- investigating, applying, communicating, and evaluating existing knowledge;
- creating, exhibiting, and performing creative works;
- evaluating discipline pedagogy;
- applying disciplinary knowledge in the community;
- engaging in professional activities that advance the discipline.

Faculty who commit to excellence in teaching, scholarship, and service create a rich learning environment for peers, staff, and students. By involving students in their scholarly and creative work, Teacher-Scholars develop their expertise and enrich the learning experience for students in a variety of learning environments. Serving helps faculty understand the needs and aspirations of their students, colleagues, and community. The interaction of teaching, scholarly and creative expression, and service elevates faculty's importance and supports Colorado Mesa University's responsibility to serve the larger community.

8. Subparagraph a.6). The process for collecting feedback on the work of the Academic Department Heads (ADH) will occur in September, with feedback solicited on half of the ADHs each year. Doing so at this time of the year allows for a newly-appointed ADH to complete a year before feedback is collected. Collecting feedback on alternating years allows time for ADHs to address items noted in the previous feedback cycle. The Vice President for Academic Affairs will send a message about the process to the appropriate department faculty by September 1, with September 20 as the deadline for input.

The feedback instrument is based on criteria that can be observed by department faculty members, though not all faculty members will necessarily observe all survey items. In instances where a faculty member has not observed a particular activity, s/he should indicate "not observed." Faculty members have the option of submitting only written feedback in the spaces provided in each area for which feedback is requested. The feedback will be collected using an electronic survey form. Statistical summaries will be generated by staff in the Office of Institutional Research, but a minimum number of responses will be required for results to have validity. Numeric and written feedback will be known only to the Vice President for Academic Affairs to allow for potential follow-up. Feedback will be anonymous to the Academic Department Head.

The Vice President for Academic Affairs will then meet with each Academic Department Head to discuss the areas of strength and needed improvement based on the feedback.

## **B. Academic Faculty Tenure Policy**

### **3. Tenure and Promotion Committee:**

This section describes the process by which a college-wide Tenure and Promotion Committee is determined and references a pre-tenure/promotion committee from the department.

Paragraph d: Guidance and feedback by senior faculty, academic department heads, and administrators to tenure-track faculty should be offered on a periodic basis throughout their probationary period. Department guidelines that are consistent with those of the University found elsewhere in this Section should be adhered to as part of a faculty member's evaluation.