

A. Equal Opportunity

It is the policy of the University to comply with all applicable federal and state anti-discrimination laws. The University will not engage in unlawful discrimination in employment opportunities or educational services against any person because of race, religion or creed, sex or gender (including pregnancy), age (40 and older), national origin or ancestry, color, disability, veteran status, or sexual orientation (including transgender status). The process of position announcement, screening, interviewing, appointment recommendation and hiring must adhere to the University's Affirmative Action Plan, which is on file in the Office of Human Resources, the Anti-Discrimination Policy in this Handbook and any anti-discrimination policies in the *Trustees' Policy Manual*.

B. Recruitment of Professional Personnel

1. Coordinating Candidate Recruitment. The Vice President, Department Head or Director of the hiring unit, in consultation with the VPAA or the President, as appropriate, and the Affirmative Action Coordinator are responsible for coordinating candidate recruitment.
2. Specification of Qualifications. Job descriptions and position announcements should specify the qualifications, including education, experience and competence, and physical requirements which are minimally required of candidates for Professional Personnel positions. The essential functions and specific job duties should also be included in job descriptions and position announcements.
3. Search Committees. Search committees may be used in recruitment of Professional Personnel. The participants shall be approved by the President and shall include a representative of the Affirmative Action Office who will provide guidance to the search committee regarding compliance with the University's Affirmative Action Plan, anti-discrimination and equal employment opportunity policies and procedures.

C. Recruitment of Faculty

1. Search Process for Faculty.
 - a. Tenure-track position vacancies are widely advertised beyond the University and local community to assure that the best possible Faculty candidates are obtained. Non-tenure-track positions may be filled without advertising beyond the local community.

Section III
RECRUITMENT AND HIRING
Professional Personnel Employment Handbook

- b. The Department Head, in consultation with Faculty and VPAA, and with the President's approval, may form a search committee to assist in recruitment and evaluation of candidates for the position. The Department Head is responsible for reporting the recommendations of the search committee, as well as his or her personal recommendation to the VPAA for the candidate(s) to be interviewed.
- c. In consultation with the VPAA, the Department Head shall arrange for interview(s) of the candidate(s) believed to be most appropriate for further consideration.
- d. Following the interview process, it is the responsibility of the VPAA to make a recommendation to the President.
- e. Only the President may make a formal offer of employment to a candidate. The offer is conditional on Trustee approval of the proposed appointment.
- f. Once the search has been completed and an offer made, all documents and files concerning the search, offer and appointment must be submitted to the Office of Human Resources for retention during any period required by law or University policy.
- g. Faculty appointments are normally made for the Academic Year with appointments for summer teaching, when available, made by separate assignments. However, Faculty positions may also be made for a Fiscal Year or other period not to exceed twelve months.

D. Faculty Rank at Time of Initial Appointment

- 1. Academic Faculty. The basic structure for ranked Academic Faculty shall be assistant professor, associate professor, and professor. The minimal educational and experiential qualifications for faculty normally are as follows:
 - a. Assistant Professor - Master's degree plus three years teaching experience at the post-secondary level; or Master's degree plus 45 quarter hours or 30 semester hours of appropriate post-master's degree work; or earned doctorate or other post-graduate degree(s) recognized as terminal degree for the Faculty's discipline.
 - b. Associate Professor - Earned doctorate plus five years teaching experience at the college level or other appropriate post-doctoral experience in the field of specialization; or meets the educational requirements for Assistant

Section III
RECRUITMENT AND HIRING
Professional Personnel Employment Handbook

Professor and has achieved outstanding recognition in public service or the private sector, and has demonstrated capacity to teach at the university level.

- c. Professor - Earned doctorate plus ten years teaching experience at the college level or other appropriate post-doctoral experience in the field of specialization; or the appointee meets the educational requirements for Associate Professor and has achieved outstanding recognition in public service or the private sector, and has demonstrated capacity to teach at the University level.

All educational credentials must be earned from an institution whose accreditation is recognized by the U.S. Department of Education.

Exceptions for individual Faculty members may be approved by the President. Generally, such exceptions will be recommended by the Department Head to the VPAA, after consultation with Faculty of the affected Faculty body, and, in turn, the President, based on expertise, technical competence and/or personal attributes which the Department Head deems of sufficient merit to warrant such recommendations. Normally such exceptions will be for persons who have made substantial contributions to their fields of specialization or who have demonstrated exceptional scholarship, competence, or appropriate creative accomplishment of recognized excellent quality.

High school teachers who offer a University course for concurrently enrolled students (Early Scholars Program) are employees of their respective districts rather than the University and do not hold Academic Rank.

2. Technical Faculty. The basic rank structure for Technical Faculty shall be assistant technical professor, associate technical professor, and technical professor. Educational and experiential qualifications for technical Faculty are as follows:
 - a. Assistant Technical Professor - Five years teaching experience and (i) associate degree in field related to area of instruction, or (ii) ten years of appropriate work experience, or (iii) national certification in field of specialization.
 - b. Associate Technical Professor - Ten years teaching experience and (i) baccalaureate degree in a field related to area of instruction, or (ii) fifteen years of appropriate work experience, or (iii) advanced and/or multiple certifications in field of specialization.

- c. Technical Professor - No initial employment contracts will be issued at the Technical Professor level.

E. Special Appointment Faculty

1. Adjunct Professor - The rank of adjunct professor is used to appoint as members of the Faculty individuals who possess training and experience useful to a University program through service on advisory committees, supervision of student interns, and similar activities. Adjunct professors may teach on an honorarium basis, but normally do not receive a stipend or fringe benefits from the University. Appointment as adjunct professor should be made only when a reasonably strong and continuing relationship between the individual and the University can be established.
2. Visiting Professor - The rank of visiting professor may be used in the appointment of Faculty for a very temporary assignment or event, particularly where that appointment is not to continue beyond expiration of a limited assignment period. The responsibilities of a Visiting Professor are defined at the time of the appointment.
3. Academic Instructor - An academic instructor appointment applies to temporary faculty normally hired to teach 12 or more course credit hours per semester and who have earned a Master's degree or other appropriate degree for the Faculty's discipline plus demonstrated competence in the field of specialization and capacity for teaching. These faculty, who are assigned the formal designation of instructor by the University, do not hold Academic Rank.
4. Technical Instructor - Must meet credentialing requirements for area taught per Colorado Community College System.
5. Lecturer - A lecturer appointment applies to temporary faculty normally hired to teach 18 course credit hours or less in an academic year. A lecturer hired to teach more than 18 course credit hours during the academic year may be benefits-eligible.

F. Emeritus Status

1. All Faculty who have completed ten (10) continuous years or more of Full-time service at the University shall be eligible at the time of their retirement to be considered for an emeritus title equivalent to their highest professional rank.
2. Emeritus status from the University may be granted upon recommendation by the President and approval by the Trustees.

3. Emeritus status shall not be automatically conferred on all eligible retirees. Rather, it shall be based on high standards of professional performance at the University over an extended period. Applications for emeritus status are initially reviewed by the Faculty Senate's Distinguished Faculty Committee and its recommendations are submitted to the VPAA.
4. Emeritus status may carry benefits to be determined by the Trustees.

G. Department Heads

1. Each academic department has a head who is responsible for the administrative duties of that department.
2. The selection process for Department Heads is as follows:
 - a. Normally the Department Head will be selected from the Tenured Faculty of the department.
 - b. Faculty may recommend the candidate(s) to the VPAA. The VPAA, in consultation with the Faculty of the appropriate department, will make a recommendation to the President.
 - c. Department Heads are appointed by the President.
 - d. If an emergency situation arises creating a vacancy in the Department Head position, an acting Department Head shall be recommended by the VPAA to the President to serve until the end of the current Academic Year, or such other period as the President determines.

H. Oath or Affirmation of Allegiance for Faculty

1. Procedure. The following procedures are prescribed by the Trustees in accordance with §22-61-104, C.R.S.
 - a. The oath or affirmation shall be administered to all persons employed by the Trustees of the University in teaching positions, regardless of the length of the employment period, before entering upon or continuing the discharge of his or her teaching duties. This shall be construed to include all ranked and unranked personnel, graduate assistants, and any other persons engaged in teaching, whether on campus, extension, or correspondence, and whether for credit or non-credit.

Section III
RECRUITMENT AND HIRING
Professional Personnel Employment Handbook

responsible for the selection process for Vice Presidents, the athletic director, and any other Exempt position that reports directly to the President.

3. Administrative and auxiliary positions shall be exempted from the state personnel system before searches are commenced. With the President's approval, advancement from within the University, without outside search, is permitted.
4. Only the President may make a formal offer of employment to a candidate, pending approval by the Trustees.
5. All offers of employment for exempt positions (including positions filled from within the University) are conditional on approval of the proposed appointments by the Trustees.

J. Position Assignments and Employment Status. Assignments used for all Professional Personnel must conform with the form and general conditions specified by the Board of Trustees (see Trustees' Manual). The policies in this Handbook, as amended from time to time by the Trustees, are made part of the employment assignment by reference. Administrators, Auxiliary Employees, and Temporary Faculty are employees-at-will who may be terminated at any time, with or without cause or advance notice. Employment is at will even though the assignment is issued annually or for a specified period of duration. The exception to this rule is that Tenure-track Faculty, although employees-at-will, may be terminated within the Academic Year assignment term only due to a Reduction in Force or for cause.