

Task Force Issue: Process for Visiting Appointment and Promotions (pages 2 – 3)

University of Colorado School of Medicine (CU SOM) Office of Faculty Affairs (OFA) agrees that there is an opportunity to streamline and accelerate the appointment and promotion process for new hires. Current campus policy (CU APS 1022) does require second-level review for Associate Professor and Professor.

Response/Recommendations:

- OFA will encourage departments to promptly involve their Departmental Evaluation Committee (DEC) upon the hiring of new faculty members at the Associate or Full Professor rank.
- DEC may submit promotion dossiers for new faculty members throughout the year.
- The SOM Faculty Promotions Committee (FPC) will increase its meeting frequency to at least 10 months per year (September – June) to expedite review and approval of new appointments.
- Recommendations for the Associate and Full Professor rank or for the award of tenure upon hire are subject to the same rigorous review as all other candidates (campus policy 1049A).
- Although the timeline may be expedited, steps in the process cannot be truncated or omitted. The only exception is that letters of recommendation at the time of hire may be used in place of external referee letters, so long as those letters address the candidate’s qualifications for the rank to which they are being appointed and tenure (if applicable). If necessary, additional letters may be requested during the tenure evaluation process.
- For tenure awards, additional collaboration with the EVC (Executive Vice Chancellor) and VCAC (Vice Chancellor Advisory Committee) will be necessary.

Task Force Issue: Assistant to Associate Promotion Clock (page 6)

In response to the Task Force recommendation and the 2024 CU SOM Faculty Survey where the majority of faculty indicated a preference (or had no opinion) to remove the time limit that a faculty member can remain an assistant professor, OFA will pursue changes to CU SOM policy and Campus policy to allow for an indefinite extension.

Currently, we have an “up or out” requirement that assistant professors undergo review for promotion to associate professor no later than their seventh year of full-time employment unless an extension has been approved. Do you think it would be a good idea to remove the promotion “time clock” (the time limit that faculty can remain an assistant professor)?	Yes	No	No opinion or neutral
Total	44.3% (1324)	17.5% (522)	39.2% (1141)
Clinical Faculty	46.7% (1164)	13.9% (345)	39.4% (981)
Scientist Faculty	32.2% (160)	35.6% (177)	32.2% (160)



Response/Recommendations:

- OFA will pursue a change to the SOM policies and Campus policy 1049A to enable faculty to request an indefinite waiver of the time clock. This request would need to be approved by the Chair, the Dean (or designee), and the Chancellor (or designee).
- OFA will propose an accompanying SOM policy to require ongoing mentorship support and active career planning for faculty members who have requested indefinite time clock extensions.
- If these policy changes are approved, OFA will create a simple form that facilitates approval and accurate record-keeping.

Task Force Issue: Comprehensive Dossier Contents (page 7)

OFA agrees that there is an opportunity to update and streamline the promotion application process and the dossier. The Task force suggestions also align with numerous comments in the 2024 CU SOM survey regarding the clerical burden associated with annual reviews (PRiSM) and promotion.

Response/Recommendations:

- To take effect in the 2024 cycle leading to promotions effective July 1, 2025:
 - The current CV Abstract will be optional, except in applications for tenure (where it is required by the campus)
 - Supplemental materials will be limited to information supporting areas of excellence except teaching evaluations (or letters from trainees), which must be submitted by all faculty members where at least meritorious teaching is required. OFA will encourage a 25-page limit, excluding teaching evaluations, for supplemental materials. Teaching evaluations should be limited to those in rank. OFA will continue to educate faculty and departments about the most (and least) appropriate supplemental materials.
- To take effect in the 2025 cycle leading to promotions effective July 1, 2026.
 - The current CV Abstract will only be accepted in applications for tenure (where it is required by the campus)
 - A single cover letter will replace the current multiple narratives. This document will address the candidate's areas of excellence and highlight the impact, importance, and reach of the candidate's accomplishments, highlight items that may not have been fully explained in the CV, describe unusual circumstances or non-traditional paths, and highlight key areas of growth since their last promotion. Examples will be provided, and the *Guide to Building a Dossier for Promotion and Tenure* will be modified to include these examples, in place of existing narratives. There will be a suggested 3-5 page limit for the cover letters.
 - Reorganized and streamlined Promotion Matrices will be developed.
- The OFA is exploring using Interfolio for Faculty Activity Reporting, which would allow for a digital way to capture and catalog work for evaluation and promotion purposes in



one place and include a CV-generating software, like used at numerous external academic institutions. Doing so would allow for faculty to enter their activities throughout the year alongside automatic data pulls from PubMed, grants, and teaching evaluations (undergraduate and graduate), among other sources. If successful, this would reduce clerical workload and redundancy and Interfolio would replace PRiSM.

Task Force Issue: Promotion Track and Volunteer Faculty Nomenclature (pages 8 – 9)

The majority of SOM faculty members are currently promoted in the Regular Faculty Series (tenure-eligible). OFA agrees with the Task Force that this nomenclature is problematic due to its implicit devaluation of those who are in other (e.g. Clinical Practice or Research) series. For faculty in the Clinical Practice Track, title modifiers such as Professor of Clinical Practice are required by Regent policy. OFA agrees that the title modifier “of Clinical Practice” is problematic. Additionally, application of the word “Clinical” to both the “Clinical Practice Series” and the clinical (volunteer) faculty creates confusion.

Response/Recommendations:

- OFA will remove the word “Regular” that has been associated with the “Tenured and Tenure-Track” faculty appointment classifications.
- Most faculty are promoted in the “Tenured and Tenure-Track”. Removing the modifier “of Clinical Practice” in the Clinical Practice Track would require Regent policy change. Other options are also be considered, including use of the new “Clinical Teaching Track,” which would also come with a modifier (e.g., “Associate Professor, Clinical Teaching Track”). Efforts are ongoing.
- OFA is exploring if CU SOM can use the term “Adjunct” or another modifier to describe the clinical (volunteer) faculty. If allowed by Campus policy, this would require a change to SOM policies.

Task Force Issue: Process of Departmental and SOM Promotion Committee (page 9-10)

Appointments and promotions to Associate Professor and Professor, and recommendations for tenure, must be reviewed by the Department Evaluation Committee and the Department Chair. Then, according to the SOM Rules, “Consideration for promotion or appointment to the ranks of Associate Professor in all three series, and consideration for tenure, are subject to an additional level of review within the School of Medicine by the Faculty Promotions Committee [Review Committee in the Laws of the Regents].” This is consistent with University Administrative Policy Statement 1022 which states, “The case for reappointment, tenure and promotion of a tenure-track faculty member and promotion of a tenured faculty member is evaluated at multiple levels. The expertise of the primary unit is balanced by the broader perspective introduced at other levels of review.”

Response/Recommendations:

- As both the current SOM rules, as well as the University APS require both departmental-level and SOM-level review, these processes cannot at this time be combined.



- Review and decision-making for faculty appointments, promotions, and awards of tenure will increase from 8 to 10 months of the year (September – June).
- Dossier submission deadline will remain 10/31 with an effective date the following July 1, with earlier submissions encouraged for expedited review.
- Faculty who have been approved for promotion will receive immediate notice of approval of their new rank, which will take effect the following July 1. Table 1 salary increases will continue to take effect on July 1.