

**Clinical Teaching Track
Faculty Titles and Processes**
Business School
University of Colorado Denver

A. Definitions

1. As defined in [APS 5060](#): "Faculty on the Clinical Teaching Track participate in a broad range of teaching and/or clinical activities and provide service to the university and the community, based upon their clinical obligations. They participate in research and scholarly activities to a limited degree. Clinical Teaching Track (CTT) faculty are expected to demonstrate continued professional growth in their fields. Each School with Clinical Teaching Track faculty titles may have additional requirements for faculty holding these titles." CTT titles include Instructor, Clinical Teaching Track, Senior Instructor, Clinical Teaching Track, Assistant Professor, Clinical Teaching Track, Associate Professor, Clinical Teaching Track, and Professor, Clinical Teaching Track.
2. According to the [Campus Administrative Policy 1019](#), teaching must be the principal activity of every Clinical Teaching Track (CTT) faculty appointment. A typical CTT appointment at CU Denver consists of 80% teaching, 10% service/leadership, and 10% scholarly/creative work.
3. CTT faculty in the Business School engage in teaching, service, and research/scholarship with a negotiable assignment of 70% teaching, 10% service, and 20% research/scholarship.¹ Appointments are 60% teaching, 15% service, and 25% research for CTT faculty that produce two or more academic peer-reviewed publications every five years.² Primary teaching responsibilities for faculty in the CTT focus on building and/or maintaining degree programs within the Business School program to which they are assigned. Research/scholarship responsibilities may include applied or pedagogical scholarship disseminated in referred practice-oriented journals or books, though academic work is highly valued.
4. Faculty members in the CTT participate in the faculty governance process as defined by the Business School and Faculty Senate, receive university faculty benefits (except for sabbaticals and dismissal for cause policies), and undergo annual merit reviews of their performance. They are not eligible for tenure.

B. Appointment of Faculty

1. CTT Faculty hold positions as employees of the university and Business School. They are recruited and appointed through university-recognized processes.

¹ This is the current load maintained by Instructors and Senior Instructors at the Business School. Faculty not engaged in research must engage in professional development activities to remain qualified to teach for the purposes of AACSB accreditation.

² This is currently the number of publications required for a Business School faculty member to be classified as Scholarly Academic for the purposes of AACSB accreditation. This Business School research/scholarship standard is subject to periodic revision.

2. When the Business School determines that a new CTT faculty member is needed, a search committee will be appointed by the Dean or Dean's designated representative. The Dean will determine the position level. School-based faculty and staff members working with the CTT faculty member or are familiar with the faculty members' work may be appointed as members of the committee. The search committee actively recruits CTT faculty and is charged to improve the applicant pool's diversity for faculty in the CTT ranks.
3. CTT candidates are expected to submit a letter of application, a current curriculum vitae, references, and other supporting material as determined by the Search Committee.
4. The Search Committee reviews applications, invites applicants for interviews, and makes recommendations to the Dean or Dean's representative. A template created by faculty in the CTT will be used to develop an appropriate interview schedule for the candidates.
5. The Dean recommends the appointment to the Provost. The Provost, in turn, makes recommendations to the Chancellor, who makes the final decision.
6. Faculty members who hold CTT titles are not eligible for tenure. CTT faculty members with a teaching assignment of at least .5 FTE may qualify for a multi-year contract (see [Campus Administrative Policy 1027](#)). After the initial contract, each subsequent contract depends on the School's budget and a positive merit review of the faculty member's effectiveness in teaching, research/scholarship, and service.

C. Faculty Titles and Ranks in the CTT

CTT faculty participate in a broad range of teaching and/or clinical activities and provide service to the university and the community, based upon their clinical obligations. They participate in research and scholarly activities to a limited degree. Their service is typically focused on School committees and the program to which they are assigned. CTT Faculty members are encouraged to approach research/ scholarship as the "scholarship of practice." These faculty members firmly ground their teaching in current theory and research/scholarship and facilitate a climate of inquiry in their classrooms.

For each CTT title available in the Business School, the [APS 5060](#) definition is listed first, with the School's more specific description named after that. Faculty with doctoral degrees and university teaching experience may be recommended to enter as an Assistant Professor, CTT. If a faculty member with a doctoral degree and university teaching experience is not recommended to enter as an Assistant Professor, in the CTT ranking system, s/he will default to the title of a *Senior Instructor, CTT*. Regardless of rank, all CTT faculty members are expected to engage in teaching primarily but are not precluded from performing scholarly/creative work or service to a limited extent.

Assistant Professor, CTT

[APS 5060](#) *definition:* Assistant Professors, CTT are expected to have a terminal degree and have some successful teaching experience. They are expected to teach and/or provide clinical care.

Business School definition: Assistant Professors, CTT hold a terminal degree in a relevant field and have deep experience in their teaching area. There must be evidence of teaching effectiveness at the university level as well as the potential for service and research/scholarship that supports the program and the School. They must demonstrate ongoing relevance through intellectual contributions in research/scholarship or be within five years of receiving terminal degrees.

Associate Professor, CTT

[APS 5060](#) *definition* Associate Professors, CTT must have a terminal degree, be well qualified to teach and/or provide clinical care with considerable demonstrated evidence of successful teaching and demonstrated service.

Business School definition: In addition to the qualifications of an assistant professor, CTT, an associate professor, CTT is expected to have had substantial relevant and successful teaching and professional experience in the field. They must also meet the service and research/scholarship criteria for associate professor, CTT, in the Business School.

Professor, CTT

[APS 5060](#) *definition:* Full Professors in the CTT must have the terminal degree, outstanding accomplishments in teaching, and/or provide clinical care, a record of leadership in the School, and a meritorious service record.

Business School definition: In addition to the qualifications of an associate professor, CTT, a professor, CTT is expected to have a record of excellence in teaching and service, including evidence of leadership, and to meet the research/scholarship criteria for the professor, CTT in the Business School.

D. Appointment or Promotion of Instructors and Senior Instructors

Any current instructor or senior instructor in the Instructional track or Clinical Teaching Track with a doctoral degree or terminal degree in their field and the required years of service may apply to become an assistant professor, CTT. Faculty members who do not wish to take advantage of the promotion opportunities or do not receive a positive recommendation for promotion will remain at their current rank.

Instructional track faculty who wish to apply for a CTT appointment, or Senior Instructors or Instructors in the Clinical Teaching Track who want to apply for promotion, must provide written notice to the Dean. Faculty members are required to submit a dossier for review by a promotion and retention committee (PRC) appointed by the Dean. External review is not required. If the chair agrees with a positive committee recommendation, it will be forwarded to the Dean. The Provost must review the recommendation before it may be submitted to the Chancellor for approval.

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Eligibility requirements are detailed below.

1. Instructors or senior instructors in the Instructional track or Clinical Teaching Track with three to five years of full-time relevant experience may be considered for promotion to assistant professor, CTT.
2. Senior instructors in the Instructional track or Clinical Teaching Track with six or more years of full-time relevant experience in higher education and who meet the qualifications for promotion to associate professor, CTT may undergo a review for promotion to associate professor.
3. Senior instructors in the Instructional track or Clinical Teaching Track with 13 or more years of full-time relevant higher education experience and who meet the qualifications for promotion to full professor, CTT may undergo a review for promotion to professor, CTT.

E. Appointments and Promotions in the Clinical Teaching Track

The appointment and promotion process for CTT faculty requires a faculty member to submit a dossier for review by the School's PRC, the Dean's Advisory Committee, and the Dean. CTT faculty do not undergo external reviews. The Dean recommends promotions to the Provost. The Provost sends their recommendation to the Chancellor, who makes the final decision. A remuneration increase from the School may accompany the promotion. Benefits such as tenure and sabbatical are not available for CTT faculty.

The following will apply to CTT faculty:

1. A newly hired CTT faculty may be recommended for a senior instructor, CTT position, or an assistant professor, CTT, based on qualifications.
2. A newly hired senior instructor, CTT, may request a review in the fourth year of the appointment to be considered for promotion to an assistant professor, CTT.
3. Assistant professors, CTT, undergo a review in their fourth year of full-time relevant higher education experience. If the faculty member's review is not positive, the faculty member may reapply for promotion in any year following the first review.
4. In their seventh year of full-time relevant higher education experience, an assistant professor, CTT, may request a promotion to associate professor, CTT. If the faculty member's review is not positive, the faculty member may reapply for promotion in any year following the first review.
5. An associate professor, CTT, with 13 or more years of full-time relevant higher education experience, may request promotion to professor, CTT. If the faculty member's review is not positive, the faculty member will remain at the rank of associate professor, CTT, and may reapply for promotion again in any year following the first review.
6. Faculty members in the CTT track may remain at a given rank indefinitely.
7. A CTT faculty member who is an associate professor and recommended for appointment or promotion to professor, CTT, fulfills the qualifications for associate professor, CTT. The faculty members recommended for appointment or promotion to the professor's rank, CTT,

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must possess a record that establishes the candidate as a leader in the faculty member's teaching field. Besides, the faculty member must have a substantial reputation for excellence beyond the immediate site of their activities in their areas, as evidence by a record of publications, presentations, and/or creative works in the intended fields of appointment, or receipt of substantial honors or recognitions from institutions, organizations, or professional associations in their areas.

F. Promotion Criteria and Indicators³

CTT faculty members must have documented excellent teaching/instruction performance and made a significant contribution to the management or leadership of instructional activities. In the Business School, teaching performance is evaluated in the following areas:

- ***Student Satisfaction***: 50% of the teaching score is allocated based on FCQ ratings.
- ***Rigor*** is how challenging the class is for students (number and type of graded assignments). Indicators include FCQ ratings regarding workload, class GPA, syllabus, testing methods, research linkage, etc.
- ***Difficulty*** is how hard the classes are to teach (amount of grading, class size, revisions to courses, new preps, # preps, and original teaching materials).
- ***Program Objectives*** Indicators include curriculum development/review, participation in Business School programs (e.g., on-line, executives, etc.), citizenship (e.g., flexibility in terms of teaching schedule, courses, innovative material, etc.).
- ***Availability*** is how available the faculty member is to students outside of class. Indicators include: holding weekly office hours at least 2 hours per week for full-time faculty, holding study sessions, answering student emails within 12 hours, etc.
- ***Continuous Improvement*** where Faculty are acknowledged for making continuous improvement in their teaching. Items that signal such efforts include: attending teaching workshops or seminars; updating delivery of concepts/methods in response to student feedback (including test scores); trying different delivery methods (e.g., using Canvas to supplement live classes); offering students some flexibility in terms of assignments, due dates (i.e., playing with course design, other course innovations); looking for no/low cost (OER) resources in place of standard textbooks.

An initial appointment to CTT faculty ranks requires a faculty member to have a terminal degree and demonstrate ongoing relevance through intellectual contributions in scholarly research or be within five years of receiving a doctoral degree. CTT faculty who received their degree 5 or more years ago must have a research record in the last five years that includes:

- One premier journal article (A* in the ADBC list) or be awarded a Federal Competitive Research Grant, plus one additional publication that can be either an academic refereed journal article or a scholarly book, or
- Two high-quality journal articles (A in the ADBC list), or
- At least three academic refereed journal articles and/or scholarly books, or

³ Business School standards for teaching, research/scholarship and service are subject to periodic revision.

- At least two academic refereed journal articles and/or scholarly books, and at least two publications in a refereed professional journal/ referred proceedings/ presentations/book/book chapter/sponsored research grant.

CTT faculty with terminal degrees who seek promotion to the rank of associate professor, CTT (Teaching/Instructional) must have a research record in the last five years that includes

- One premier journal article (A* in the ADBC list) or be awarded a Federal Competitive Research Grant, plus one additional publication that can be either an academic refereed journal article or a scholarly book, or
- Two high-quality journal articles (A in the ADBC list), or
- At least three academic refereed journal articles and/or scholarly books, or
- At least two academic refereed journal articles and/or scholarly books, and at least two publications in a refereed professional journal/ referred proceedings/ presentations/book/book chapter/sponsored research grant.

Besides, a CTT faculty member must also have a demonstrated record of at least meritorious service to the Program, School, CU System, Campus, Profession, and/or Community.

F. Reappointment of CTT Faculty

Reappointment depends on the academic unit's needs, resource availability, and the CTT faculty member's satisfactory performance. (see [Campus Administrative Policy 1028](#) for more information on the annual performance review process.) Reappointment may result in a new letter of offer. For standards for notice of non-renewal, see [Campus Administrative Policy 1029](#).

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Provost and Executive Vice Chancellor for Academic and Student Affairs

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