

## **Committee on Responsibilities and Standing of Academic Faculty (CoRSAF)** Annual Report – for August 2023 to May 2024

### **Members:**

Richard Eykholt (Natural Sciences)  
Bharad Kannan (Business)  
Jennifer Martin (Agriculture)- Chair  
Blythe Legasse (Liberal Arts)—*sabbatical*  
*Represented by Lindsey Wilhelm*  
Caroline Mehaffey (Vet Med and Bio Sci)  
Mark Shelstad (Libraries)  
Chris Weinberger (Engineering)  
Gloria Luong (Health and Human Sciences) —*sabbatical*  
*Represented by Aga Burzynska*  
Tony Cheng (Natural Resources)

CoRSAF met sixteen (16) times during the 2023-2024 academic year: August 23, August 31, September 7, September 14, October 12, October 26, November 2, November 9, January 22, February 19, March 4, March 25, April 1, April 8, April 29, and May 6.

The committee and its members worked diligently in the AY2023-2024 to accomplish numerous updates (10) to the Academic Faculty & Administrative Professional Manual listed below). We were pleased to work collaboratively with numerous other Faculty Council Standing Committees, Faculty Council Task Forces, and the Office of General Counsel on these various action items.

### **Action Items and Manual Updates**

- **Faculty Manual Section E.10**
  - Action Items: Manual modified to incorporate changes in Promotion & Tenure committee structure. Namely, tenure committee members must have five voting members. Additional changes include the election of a Committee Chair by the Promotion & Tenure Committee and clarifications to the language detailing the preparation of a report from the tenure committee.
  - Outcome: Revisions were submitted to Faculty Council in September 2023 and presented at the October Faculty Council meeting. Changes were approved by the Board of Governors in Fall 2023.
  
- **Faculty Manual Section E.13**
  - Action Items: Manual modified to acknowledge the inclusion of all eligible faculty members on the promotion committee, which must have at least 5 voting members. The Promotion Committee must elect its own Chair. Additionally, early promotion is now limited to one year early. Additional changes include clarifying language on promotion committee reports, when denial of promotion is and is not grievable, and the right of faculty

members to withdraw their application for promotion at any time prior to the final decision by the President.

- Outcome: Revisions were submitted to Faculty Council in September 2023 and presented at the October Faculty Council meeting. Changes were approved by the Board of Governors in Fall 2023.

- **Faculty Manual Section E.14.3.2**

- Action Items: Manual modified to note that Phase II Comprehensive Review Committees must have at least five members.
- Outcome: Revisions were submitted to Faculty Council in September 2023 and presented at the October Faculty Council meeting. Changes were approved by the Board of Governors in Fall 2023.

- **Faculty Manual Section E.15**

- Action Items: Manual modified to clarify timelines in the process, as well as clarifications to the responsibilities of the Hearing Committee and rights of the faculty member.
- Outcome: Revisions were submitted to Faculty Council in September 2023 and presented at the October Faculty Council meeting. Changes were approved by the Board of Governors in Fall 2023.

- **Faculty Manual Section F.1**

- Action Items: Removed an out-of-date policy regarding absences from campus.
- Outcome: Revisions were submitted to Faculty Council in September 2023 and presented at the October Faculty Council meeting. Changes were approved by the Board of Governors in Fall 2023.

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- **Faculty Manual Section J**

- Action Items: Section J was completely rewritten to reflect updated federal policies. Work was performed in conjunction with Office of General Counsel
- Outcome: Revisions were submitted to Faculty Council in October 2023 and presented at the November Faculty Council meeting. Changes were approved by the Board of Governors in February 2024.

- **Faculty Manual Section K**

- Action: Updates to Section K to reflect actual practice and clarify confusing language.
- Outcome: Revisions were submitted to Faculty Council in October 2023 and passed during November Faculty Council meeting. Board of Governors approved updates in Spring 2024.

- **Faculty Manual Section E.10.6**

- Action Items: Amended manual to reflect changes by the Colorado legislature (SB23-048), which increased the maximum contract length to 5 years.

- Outcome: Revisions were submitted to Faculty Council in November 2023 and presented at the November Faculty Council meeting. Changes were approved by the Board of Governors in May 2024.
- **Faculty Manual Section F.3.7**
  - Action Items: In conjunction with the Administrative Leave Task Force and the Office of General Counsel, we worked on a substantial overhaul of Administrative Leave policies. Updated language clarifies the rights and responsibilities of faculty members, particularly the right for placement on Administrative Leave to be reviewed periodically. Additional modifications include clarification on a faculty member's rights to have legal counsel present for proceedings.
  - Outcome: Revisions were submitted to Faculty Council in March 2024 and were passed during the April 2024 Faculty Council Meeting. Board of Governors approved the updates in May 2024.
- **Faculty Manual Section F.3.14-17**
  - Action Items: Changes to manual language to clarify leave for administrative officers. Changes were necessary with the revisions to the Administrative Leave policy in F.3.7.
  - Outcome: Revisions were submitted to Faculty Council in March 2024 and were passed during the April 2024 Faculty Council Meeting. Board of Governors approved the updates in May 2024.

### **Other Work Items**

As part of our role, CoRSAF is often asked to consider items which may necessitate updates to the Academic Faculty & Administrative Professional Manual. In 2024, we were engaged to consider numerous updates to the Promotion & Tenure processes. A few examples of these items are below:

- Updates to language reflection the promotion processes for Extension Faculty.
- Updates to language reflecting the composition of Promotion and Tenure Committees at the Department, College, and Provost levels.
- Consideration of the use of tenure as a credential.

Our committee will resume work on the above items in Fall 2024.

### **AY2024-2025 Committee Members and Officers**

In Fall 2024, we are excited to welcome back two CoRSAF members who have been on sabbatical (Gloria Luong and Blythe LeGasse). We are grateful for the service of committee members Lindsey Wilhelm and Aga Burzynska during their absence. Jennifer Martin will continue to serve as the CoRSAF Chair in AY2024-2025. The committee will identify a Vice Chair in Fall 2024.

Respectfully,

Jennifer Martin, Ph.D.  
 Chair of CoRSAF  
 Associate Professor  
 Department of Animal Sciences