

Date: February 2, 2026

To: Andrew Norton
Vice Chair, Faculty Council

From: Mark Shelstad
Chair, Committee on Responsibilities and Standing of Academic Faculty
Jennifer Martin
Vice Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: Faculty Manual Section D.5.6 Formal Procedures for Dismissal of
Administrative Professionals on Grounds of Unsatisfactory Performance.

The Committee on Responsibilities and Standing of Academic Faculty submits the following:

MOVED, THAT SECTION D.5.6 OF THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL BE REVISED AS FOLLOWS:

D.5.6 Formal Procedures for Dismissal of Administrative Professionals ~~on Grounds of Unsatisfactory Performance~~

Pursuant to State Statute, C.R.S. 24-19-104, all administrative professionals are “employees at will” and their employment is subject to termination by either party at any time. The authority to terminate most administrative professionals has been delegated to the President by the Board. The vice president or dean in charge of an academic college, academic department, or administrative unit must review and approve any recommendations concerning the termination of administrative professionals on any grounds, except for terminations at the end of the stated employment period, before the action is presented for final approval. Termination of the Provost, the vice presidents and, if requested by the Board, senior administrators (as defined in Section B.1) requires final approval of the Board. Otherwise, the Board has delegated the authority for final approval to the President. THE PROVISIONS OF THIS SECTION SHALL NOT BE INTERPRETED TO AUTHORIZE THE TERMINATION OF ANY ADMINISTRATIVE PROFESSIONAL FOR ANY REASON THAT IS CONTRARY TO APPLICABLE FEDERAL, STATE, OR LOCAL LAW.

Rationale:

These modifications were brought forward by APC. Some Administrative Professionals are housed in academic colleges and departments, not administrative units. As such, they should be reviewing recommendations concerning termination. Additionally, APs, as with faculty and state classified employees, are at-will employees may be terminated for other reasons beyond unsatisfactory performance.