

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 E.2.1.5**

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

MOVED, THAT Section E.2.1.5 OF THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL BE REVISED AS FOLLOWS:

**E.2.1.5 Adjunct Faculty Appointments *(last revised December 2, 2022)***

Adjunct faculty appointments may be full-time, part-time, or less than half-time.

Adjunct faculty appointments are intended for situations where the previous types of appointment are not appropriate. These include the following situations:

- i. Employment at less than half-time.
- ii. Employment on an occasional basis, rather than being for every (Fall and Spring) semester. An approved leave without full-time or part-time service (such as Family Medical Leave) shall not constitute employment on an occasional basis.
- iii. Employment for only one (1) or two (2) semesters (Fall and Spring). This appointment type may not be used for a faculty member employed full-time or part-time every semester (Fall and Spring) for more than two (2) semesters.

The following conditions apply to an adjunct faculty appointment:

- a. The majority of the appointment must reside in one of the academic departments of the University (see Section C.2.3.1) or a Special Academic Unit (see Section C.2.3.3), unless the Provost approves of it residing in some other unit for clear academic reasons.
- b. There may or may not be a specified ending date.

c. The appointment is “at will” and is subject to termination by either party at any time. Section E.2.1.5.1 applies to the termination of adjunct faculty appointments.

d. The faculty member shall participate in annual reviews and the annual salary exercise in the same manner as tenured faculty.

e. Department and college codes shall specify the voting rights of adjunct faculty and their eligibility to participate on departmental and college committees. If the appointment resides in a unit other than an academic department, then the code of that unit shall specify the voting rights of adjunct faculty within that unit and their eligibility to participate on committees within that unit.

f. Enrollment in a retirement program is mandatory. If the faculty member is full-time or part-time, then he or she is eligible for other fringe benefits and privileges (see Sections F and G and the *Faculty and Administrative Professional Privileges and Benefits Summary Plan (SPD)*) but not for sabbatical leave (see Section F.3).

**E.2.1.5.1 Formal procedures for termination of adjunct faculty.**

Pursuant to State Statute, C.R.S. 24-19-104, all adjunct appointments are “employees at will”. At-will employment is subject to termination by either party at any time with or without cause. However, “at-will” employees have constitutional rights, including due process rights. An academic college must review and approve any recommendations for termination of “at-will” employees on any grounds, including for disciplinary or budgetary reasons.

The authority to terminate adjunct appointments has been delegated to the President by the Board. THE PROVISIONS OF THIS SECTION SHALL NOT BE INTERPRETED TO AUTHORIZE THE TERMINATION OF ANY CONTINUING APPOINTMENT FOR ANY REASON THAT IS CONTRARY TO APPLICABLE FEDERAL, STATE, OR LOCAL LAW.

**Rationale: The current language in E.2.1.5 refers adjunct faculty to Section D.5.6 regarding policies for termination of “at will” appointments; however, Section D.5.6 refers only to Administrative Professionals. This revision adds a subsection related to the termination of adjunct faculty (E.2.1.5.1) with appropriate updates in E.2.1.5. The language reflected in the new section is modified from section D.5.6 to reflect faculty-specific practices, as well as language from HR policy. Feedback from CoNTTF was used to formulate this proposed modification.**