

**FACULTY RECRUITMENT INCENTIVE PROGRAM
(FRIP)
Guidelines**

Metropolitan State College of Denver
Office of Academic Affairs

Revised

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OFFICIAL COLLEGE POLICY

I. STATEMENT OF INTENT AND PURPOSE

- A. The MSCD Faculty Recruitment Incentive Program (FRIP) is designed to increase diversity at MSCD by
1. Encouraging MSCD academic departments currently engaged in the screening and selection of faculty to seek/invite applications and hire faculty from classes underutilized in the department, the school or college as a whole, as identified in the College's Affirmative Action Plan;
 2. Stimulating those same activities in all departments where underutilization exists;
 3. Providing a vehicle to promote faculty recruitment activities in departments experiencing reasonably stable or slow growth in enrollments, that are unable to secure additional regular faculty positions through currently implemented policies and procedures; and
 4. Promoting the professional development of faculty by facilitating the completion of graduate course work and other appropriate academic pursuits leading to a terminal degree in their discipline.
- B. This Program has also been established to help encourage the attainment of the two major objectives of the MSCD Affirmative Action program, namely:
1. The fostering of a multicultural campus and the appreciation of diversity; and
 2. The improvement of employment opportunities for all underrepresented groups.

II. ELIGIBILITY REQUIREMENTS

- A. Each candidate must have a minimum of a master's degree or the equivalent in the appropriate field of study, and must be able to demonstrate admission to an accredited terminal degree or doctoral program in that field.¹
- B. Strong preference will be given to those applicants who have achieved candidacy at their doctoral institutions, i.e., those who have passed comprehensive/preliminary examinations and completed all required course work, leaving only dissertation requirements to meet in order to receive the Ph.D.

¹ The term terminal degree refers to qualifications for initial appointment at the rank of Assistant Professor in the MSCD *Handbook for Professional Personnel*

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C. Exceptions

1. In unusual circumstances, exceptional candidates not possessing the minimum of a master's degree but who can add significantly to the program and the breadth and depth of MSCD students' educations may be accepted for participation into the Faculty Recruitment Incentive Program.
2. In those areas in which the doctoral degree is not considered a terminal degree or otherwise required for appointment to a tenure track position, i.e. Aerospace Science, Art, Creative Writing, Drug/Alcohol Counselor Training, Engineering Technology, Hospitality, Meeting and Travel Administration, Industrial Communications, Industrial and Technical Studies, Journalism, Nursing and Health Care Management, Radio/TV and Theater, an applicant who is seeking the required degree in those programs may also be considered for FRIP appointment on a case-by-case basis.
3. A detailed rationale for exceptions must be provided, that clearly demonstrates the candidate's exceptionality, potential contributions, and ability to accomplish the objectives of the program.

D. Qualified individuals not accepted into the Program in any given year may still be considered for appointment in subsequent years.

III. PROGRAM COMPONENTS

A. Policy a Part of FRIP Contract

Acceptance of a FRIP contract constitutes acceptance of the terms of this policy as it may be amended from time to time in addition to all other policies incorporated into faculty employment contracts.

B. Tenure-Track Positions

1. Departments with vacancies that believe they are eligible to participate in FRIP and desire to do so will notify the Vice President of their desire to do so before a search is authorized. After consultation with the Director of Equal Opportunity and the General Counsel, the Vice President will authorize contact with potential FRIP appointees in her sole discretion based on legitimate and lawful factors. Department underutilization is not a prerequisite criterion to allocate positions, but is an important factor.

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2. Before a FRIP appointment can be made, there must be a tenure-track position available and allocated by the Vice President for Academic Affairs.
3. As with all temporary faculty appointments, only the President is authorized to offer a contract.

At the time of initial appointment to the FRIP, a tenure-track position will be set aside in the budget. However, the contract offered to the FRIP participant will be a *temporary term appointment for one academic year*. Subsequent term appointments are subject to the absolute discretion of the College.

1. Performance of FRIP employees will be evaluated. Teaching effectiveness and progress towards the degree will be assessed among other factors.
2. The tenure-track position allocated for FRIP-related budget purposes may be abolished in the discretion of the College, but so long as it exists it will not be offered to another employee while the FRIP participant is under contract. If the FRIP participant is awarded the terminal or doctoral degree within the time allowed for the FRIP program, the allocated tenure track position will be offered to the FRIP participant for the subsequent academic year so long as the position has not been abolished.
3. Salary and benefits for FRIP positions will come from base-funded faculty FTE, not from temporary salaries or salary savings. Once the position is allocated, the Chair, in consultation with appropriate colleagues and the Dean, will develop a position announcement. The Chair and appropriate colleagues will discuss whether or not the position will be advertised or if it will be “targeted”,² and make a recommendation to the Dean.

C. Academic Development Awards

1. Academic Development Awards provide financial support up to a maximum of \$10,000, over a maximum period of five (5) years to cover reimbursement for tuition and fees, dissertation expenses, and/or other incidental expenses associated with the completion of a participant's terminal degree requirements and/or other academic special conditions as defined in the participant's employment contracts. This award limit will not include the cost of any equipment assigned to the FRIP participant. Please note Academic Development Awards will not cover costs incurred prior to being accepted in the program. Year one of the

² If a position is “Targeted,” the following conditions apply: The position is designated for a particular individual, based on qualifications and needs of the department; Particular individuals, professional organizations, or other agencies may be contacted to inform candidates of the position so long as this does not result in unlawful discrimination in employment opportunities.

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five years begins when the individual enters a FRIP contract with the College.

2. In return, the institution will expect from recipients a commitment from the employee to serve at least three (3) years of continuous, full time employment at MSCD, contingent upon contract renewal which shall be in the College's sole discretion. If evaluations are not satisfactory, recipients will be terminated from the FRIP program and will reimburse all financial support (other than salary and benefits) given by the College up to the date the employee is eliminated from the FRIP.
3. Any FRIP participant who does not complete the terminal degree for any reason shall reimburse the College all Academic Development Awards provided to them by the College (See Section VI.B. Reimbursement Requirement of this document).
4. Once participants complete the Program, if they resign from the College to accept employment elsewhere before the 3 year commitment of continuous employment is completed shall reimburse the College all Academic Development Award (up to \$10,000.00) provided to them by the College (See Section VI.B. Reimbursement Requirement of this document).
5. All Reimbursement collections will be enforced by the College's Business Office.

IV. APPLICATION AND APPOINTMENT PROCESS

A. Letters of Inquiry

All inquiries for an appointment under the FRIP should be forwarded to the department(s) in which the applicant would teach. Each department will be responsible for acknowledging the receipt of inquiries about the FRIP. At the time of inquiry, copies of FRIP guidelines, the FRIP Application Form, and other Program materials should be shared with the applicant.

B. Application Materials

Before a FRIP appointment is made, the applicant shall submit the following:

1. FRIP Application Form;
2. A letter of application which highlights the applicant's strengths;
3. Current and complete resume;

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4. Official transcripts of all academic work;
5. Letters of reference from three individuals who are in a position to evaluate the qualifications and experience of the applicant as they pertain to the faculty assignment and the FRIP;
6. Letter of recommendation from the applicant's major professor, which letter establishes the likelihood of completion of the terminal or doctoral degree, the anticipated date of completion and assessing the applicant's ability to teach undergraduate students;
7. Evidence of admission to an accredited terminal degree or doctoral program; and
8. Evidence of some teaching experience.

C. Administrative Review

1. Each department seeking an appointment under the FRIP shall submit the following documents to the Dean:
 - a. FRIP application materials received from the applicant;
 - b. Position announcement of the faculty appointment; and
 - c. Rationale developed by the department and approved by the Dean of the school indicating the need and appropriateness of an FRIP appointment.
 - d. Proposed development plan conforming to the guidelines set forth in section V below, providing for a period of not more than five years in FRIP status.
2. The department Chair should discuss the merits of a potential FRIP candidate with the Dean of the school.
3. The Dean then submits the information and supporting documentation to the Vice President for Academic Affairs and discusses the potential appointment with the Vice President.

D. Interview Process

1. If there is a position available and the candidate's expertise is needed in the program, the Vice President for Academic Affairs may grant permission to conduct a formal interview with the candidate.

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2. The interview process must be identical to that routinely scheduled for faculty applicants.
3. Care should be taken to ensure that the candidate receives copies of FRIP guidelines prior to the interview and that these are thoroughly discussed during the interview process.

E. Approval and Denial of Appointment

1. If, after consultation with the General Counsel and the Executive Director of Equal Opportunity, the Vice President and the President may approve appointment of a candidate under the FRIP. In that event, the department Chair and the Dean of the respective school will receive a memorandum from the Vice President for Academic Affairs confirming the approval of the appointment. At that time, an Appointment Recommendation Form should be prepared and submitted by the department Chair to the Dean and the Vice President for Academic Affairs.
2. If the appointment is not approved, the department and the Dean will receive a memorandum to that effect from the Vice President for Academic Affairs. In the case of a denial of the appointment request, all application and department materials will be returned to the department initiating the request.

V. FRIP PARTICIPATION COMPONENTS

A. Mentoring

1. All Participants accepted in the FRIP shall be assigned a mentor. The Mentor Program specifically for FRIP participants has been developed, linking these candidates with senior faculty. The mentoring relationship is informal and flexible, tailored to the needs of the individual FRIP participant. The demands of the FRIP are substantial; it is very difficult to balance the demands of teaching at MSCD, while taking courses toward a terminal degree, writing research/dissertation proposals and meeting other terminal degree requirements. The Mentor Program will provide the specific targeted support that is essential to success with these multiple demands.
2. At the time of hire, the Chair of the department(s)³ to which the recipient is assigned must agree to oversee and arrange such mentoring and consult with the recipient before choosing a senior faculty to mentor for the FRIP participant.

³ FRIP can be used for joint appointments within or between schools.

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3. Any help offered by the Faculty Resource and Teaching Excellence Center (FRTEC) will be secondary to the departmental help arranged. The FRTEC will primarily help Chairs, mentors and faculty members involved in the Program by providing mentoring training. However, individual responsibility for providing and receiving mentoring rests with the department faculty, the Chair and the Dean, as well as the FRIP participant and the mentor assigned to her/him.

B. Development Plan

1. Each FRIP participant will be required to formulate a development plan for completing course work and the terminal or doctoral degree, and identifying specific needs for equipment, college services, and other resources.
2. This plan must be signed by the FRIP participant and approved by the department Chair and Dean. It must also be approved by the Vice President for Academic Affairs to ensure sufficient rigor and comparability in expectations.
3. The development plan will contain at least the following elements:⁴
 - a. School and name of Dean;
 - b. Department;
 - c. Name of Chair;
 - d. Name of recipient;
 - e. Date of hire (Semester, Year);
 - f. Degree sought and specializations, minors, emphases;
 - g. Institution where pursuing the degree;
 - h. Date of admission;
 - i. Name, address and phone number of major advisor;
 - j. Present status (ABD, 30 semesters are completed, etc.);
 - k. Timeline for degree completion beginning in semester hired and by semester e.g., Fall 1999 - complete 6 semester hours; Spring 2000 -

⁴ If a joint appointment, names of all schools, Deans, departments, and Chairs, and the signatures of all Chairs and Deans of all schools will be required.

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complete 3 semester hours; Summer 2000 - take comprehensive exams; Summer 2001 - complete dissertation and receive degree; and

1. Signatures of the faculty member, Chair, Dean and Vice President of Academic Affairs.
4. Copies of the plan will be kept in the appropriate offices. This plan is the basis for the evaluation of released time on the annual evaluation.

C. Annual Evaluation of FRIP Participants and Satisfactory Progress

1. Performance of every FRIP participant must be evaluated yearly. The faculty member will prepare an annual Self-Evaluation. The participant does not prepare a reappointment dossier since s/he is not on tenure track. Satisfactory progress toward the degree will satisfy the professional development requirement.
2. The chair and the faculty member will be expected to follow the procedures for the annual evaluation of faculty as identified in the *MSCD Handbook for Professional Personnel and departmental guidelines*.
3. Progress on the development plan will be the basis for the annual evaluation of reassigned time received.
4. At the end of each semester and summer, the faculty member will submit a report to the Chair summarizing progress made toward the goals of the approved Development Plan (e.g., a summary of achievements for the semester). This report shall include supporting documentation such as grade reports, updated transcripts, and letters from the dissertation advisor. In addition, the Chair and the Dean will schedule a meeting with the faculty member to discuss the report.
5. In the annual self evaluation period for all faculties, the FRIP faculty shall submit an annual progress report summarizing goals achieved per the approved development plan for the previous calendar year. This annual report shall include previous year student evaluations (this includes the summary sheet listing the results of the four global questions), data provided to the faculty by the office Institutional Research (OIR), previous year peer evaluations, information on student advising and evidence of relevant department service.
6. The Chair will attach a recommendation for an evaluation rating and for retention or non retention.

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7. The Dean in consultation with the Chair and Mentor will recommend retention or non retention to the Vice President of Academic Affairs.
8. The Vice President of Academic Affairs shall provide the President a summary of evaluations of all FRIP faculty and the recommendations.
9. The President shall make the final decision on renewal.
10. Every FRIP participant must receive an overall composite evaluation rating of at least "Satisfactory" each year to be renewed in the Program for the subsequent year.
11. *Any FRIP participant not making satisfactory progress as evaluated in the spring will not receive a contract for the next academic year.*
12. *Nothing in this policy or any other College policy will entitle the FRIP employee to notice of non-renewal, or a period of employment beyond the annual contract term.*

D. Salary Determination

1. The initial hiring salary will be determined based on the College's Salary Survey Policy for faculty and staff.
2. Annual salary adjustments (merit increases) will be made based on the evaluation criteria used for regular faculty provided the participants demonstrate they are meeting the goals of their approved Development Plan.
3. The Vice President of Academic Affairs or their designee may contact the dissertation of major advisor at any time to determine the progress toward the degree.
4. Once the participants becomes a tenure track faculty, salary will be determined based on the College's Salary Survey policy (e.g., a salary adjustment based on education and experience will be made for the next academic year's contract, subject to college policies and procedures, etc.).

E. Reassigned Time

1. All participants in the FRIP will receive three (3) semester hours of reassigned time to do academic work towards degree each semester in which they are enrolled in the FRIP, unless there is an extraordinary

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reason not to do so. The Chair and Dean will document such instances to the Vice President.

2. Deans and department Chairs will receive part-time faculty funds from the Office of Academic Affairs to replace each recipient during the released time assignment.
3. If the Dean wishes to redistribute workload of the participant and assign a two-course release for one semester, this may be arranged subject to the Dean's approval and the recommendation of the department Chair.
4. No FRIP participant will be permitted to teach an Extended Campus class or course while on released time from the FRIP, unless there is an extraordinary reason to do so. In this case, permission for the Extended Campus assignment must be obtained from the Chair, Dean, and the Vice President for Academic Affairs.
5. No Participant shall take on any extra curricular activities (internally or external to the institution), teach at other institutions or take other outside work while they are on reassigned time at MSCD without the approval of the Chair, Dean and the Vice President of Academic Affairs.
6. Language in number 5 will be included in the recipient's contract.

F. Summer Teaching and other employment by FRIP Participants

1. Due to their demanding schedules, faculty members appointed under the FRIP are not to accept summer employment outside the institution or be assigned summer teaching responsibilities. Faculty members teaching participating in the FRIP will be required to submit a Development Plan for the summer.
2. Language in number 1 will be included in the recipient's contract.
3. Personal circumstances of candidates or department needs, however, may warrant exceptions. However, any exceptions to this policy must be approved in advance by the Department Chair, Dean and the Vice President for Academic Affairs.
4. Salaries of FRIP candidates who are teaching during the Summer Term will be paid at the same summer rate as that paid to full-time faculty.

G. Teaching, Professional Development, Advising and Service Requirements

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1. As noted above, FRIP employees will be evaluated annually on the same criteria as probationary faculty, subject to the adjustments identified in this subsection C.
2. Annual Teaching and Professional Development requirements for FRIP employees are defined to include satisfactory progress toward completing the degree within the specified timeline of this document.
3. Academic advising is required of FRIP employees to assist their students to pursue their academic goals.
4. Service for FRIP employees is limited to departmental service not external to the department or institution.

VI. TEACHING COMMITMENT AND REIMBURSEMENT REQUIREMENT

A. Teaching Commitment

As mentioned above, in return for support received from the FRIP, the institution expects from the recipient a commitment of at least three (3) years of continuous employment at MSCD (contingent upon satisfactory evaluations) following the awarding of the terminal degree.

B. Reimbursement Requirement

1. If the FRIP participant withdraws from the Program before finishing the degree, s/he will be expected to repay the full amount of the Academic Development Award paid by the college. There will be no prorating.
2. If the recipient receives a terminal degree and voluntarily leaves MSCD before the three years of post-degree teaching service have been fulfilled, the participant shall reimburse the institution for a prorated amount of the Academic Development Award provided to the participant. For example, if the participant is removed from the Program due to poor teaching evaluations or for any other reasons leaves the employ of the college after one year, then two thirds (2/3) of the award received is to be paid back; and after two years of service, one-third (1/3) must be repaid.
3. Reimbursement timelines will be negotiated with the recipients and enforced by the College's Business Office.
4. When an FRIP participant leaves the employ of MSCD, any state property the person holds (e.g. equipment, supplies) must be returned immediately.

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5. A participant will not be required to reimburse the college for reassigned time received.
6. Individual circumstances may affect the terms of withdrawal from the Program.

VII. PROGRAM MANAGEMENT

- A. The FRIP is offered under the auspices of and managed by the Vice President for Academic Affairs.
- B. All development plans for candidates must be sent to, approved, and monitored by the Vice President for Academic Affairs.
- C. The guidelines of the Program will be developed, prepared, approved, and disseminated by the Vice President for Academic Affairs.
- D. The Vice President will be responsible for submitting an annual report on the progress of each FRIP faculty member to the president of the college. This report should be submitted to the president, with a copy to the Equal Opportunity Office, by June 1 of each year, or as soon after the completion of annual evaluations as possible, but no later than June 30.

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Proposal*

Faculty Recruitment Incentive Program

Date:

A. Candidate:
School:

B. Department:

C. Indicate to which group the candidate belongs:

African-American	_____ Male	_____ Female
Asian-Pacific Islander	_____ Male	_____ Female
Hispanic	_____ Male	_____ Female
Native American	_____ Male	_____ Female
White	_____ Male	_____ Female
Other (designate)	_____ Male	_____ Female

D. If the candidate is a member of an under-utilized group, provide information on number of members of that group presently in the department, percent of department members in that group, and availability of faculty in the discipline by percentage. This information can be obtained from the EEO or the Dean's office.

E. Pool

One person (targeted) _____
If more than one, size of pool _____

F. Describe the candidate's area of expertise/competencies and how s/he will fit into the department's programmatic plans and needs.

G. Proposed salary _____
Other needs, if any _____

Approvals

Chair Date Dean Date

Vice President for Academic Affairs Date

* To be filled out by department Chair