



**Request to Modify Minimum Degree Level and University
Teaching Requirements for Rank Upon Appointment**

Any and all proposed changes below must originate from the department and receive the support of a majority of all Category I faculty (tenured and tenure-track) in that department.

Initiating Department: _____ **Phone:** _____ **Email:** _____

Field: _____

Rank	Current Minimum Degree + Experience (from Current Rank-at-Hiring Guide)	Proposed / Revised Minimum Degree + Experience
Cat III Affiliate		
Cat II (specify title: _____)		
Assistant Professor		
Associate Professor		
Professor		

Keys to abbreviations to be used in Minimum Degree + Experience Chart

Education	Experience
B – Bachelor’s	‘+ Stand-alone number’ – years of relevant professional or industry work experience
M – Master’s	
MFA – Master of Fine Arts	
MSW – Master of Social Work	
ABD – All But Dissertation	
D – Doctoral Degree	
JD – Juris Doctorate	

Chair, Department or Program Director Date
RECOMMENDED NOT RECOMMENDED

Dean or Associate Dean Date
RECOMMENDED NOT RECOMMENDED

Chair, Academic Policy Committee Date
RECOMMENDED NOT RECOMMENDED

Provost Date

Departmental Vote Results
(all Cat I Faculty)

AP Committee Vote Results

- Following final decision, notify the Assistant to the Vice Provost for Faculty Affairs of all approvals. Changes will then be made to the “Minimum Requirements for Rank Upon Appointment” form located on the Faculty Affairs website: <https://msudenver.edu/faculty-affairs/>
- Send the completed form to the Assistant to the Vice Provost for Faculty Affairs for archival.



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APPROVED

DENIED

Rationale for Proposal from Each Level: Explain all proposed changes, addressing how each change serves the needs of the department, the student body, and the mission of the University.

Departmental Faculty Justification:

Department Chair Justification:

Dean/Associate Dean Justification:

Chair, Faculty Senate Academic Policy Committee Justification:

Provost Justification (optional):

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2. Send the completed form to the Assistant to the Vice Provost for Faculty Affairs for archival.