



Board of Trustees

Policy Statement
University Policy Library

Operational Area:	Employees
Responsible Executive:	Chief Operations Officer
Responsible Office:	Human Resources Office
Effective:	April 1, 2019

Employment Contract for Professional Personnel Employees

Contents

- I. Introduction
- II. Roles and Responsibilities
- III. Policy Statement
- IV. Policy History
- V. Policy Approval

I. Introduction

- A. **Authority:** C.R.S. § 23-54-102, *et seq.* (2019) authorizes the Trustees of Metropolitan State University of Denver (MSU Denver) to establish rules and regulations to govern and operate the University and its programs. The Trustees retain authority to approve, interpret, and administer policies pertaining to University governance. The Trustees authorize the President of MSU Denver to approve, administer, and interpret policies pertaining to University operations.
- B. **Purpose:** This policy requires the contracts of certain faculty to be uniform.
- C. **Scope:** This policy applies to faculty.

II. Roles and Responsibilities

- A. **Responsible Executive:** Chief Operations Officer
- B. **Responsible Administrator:** Chief Human Resources Officer
- C. **Responsible Office:** Human Resources Office
- D. **Policy Contact:** Chief Human Resources Officer, 303-615-0999



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Employment Contract for Professional Personnel

Employees

III. Policy Statement

Employment contracts shall be uniform for faculty members at the University, except for part-time or temporary contracts.

Contracts shall state: (1) conditions of employment; (2) salary to be paid; (3) duration of the contract; and (4) the fact that the faculty member and the Trustees are subject to the policies set forth in the Handbook for Professional Personnel, as amended from time to time.

IV. Policy History

- A. **Effective:** April 1, 2019
- B. **Revised:** This policy supersedes section 3.2 of the *MSCD Trustees Manual, 2007*.
- C. **Review:** This policy will be reviewed every five years or as deemed necessary by University leadership.

V. Policy Approval

Handwritten signature of Janine Davidson in black ink.

Janine Davidson, Ph.D.
President, Metropolitan State University of Denver

Handwritten signature of John Paul Pogge in black ink.

John Paul Pogge, Esq.
Chair, Board of Trustees, Metropolitan State University of Denver