**THE WILTON FLEMON POSTDOCTORAL TEACHING FELLOWS PROGRAM**

**POLICY**

**Metropolitan State University of Denver**

Approved by: [NAME & TITLE]

On: [DATE]

Revised on: []

1. STATEMENT OF INTENT AND PURPOSE
   1. Metropolitan State University of Denver (the University) is a unique, access-oriented campus community that values diversity, equity, and inclusion in all its forms. We are a designated Hispanic Serving Institution located in downtown Denver. Our student population consists of majority of first-generation students and students of color.
   2. We create an equitable learning and working environment in concert with individuals who consistently demonstrate commitment to diversity, equity, and inclusion.  We value the diverse and intersecting identities and perspectives of our students, faculty, and staff and recognize that to achieve a just and equitable society, diversity must go beyond simple representation. It requires critical inquiry and dialogue and a commitment to action.   We strive to provide a foundation for all community members to achieve personal and professional success.
   3. The University is committed to excellence in teaching, scholarly activity, and service. Our commitment to excellence in these areas is reflected in its commitment to recruiting and retaining an inclusive and diverse population of outstanding faculty, including minoritized or underrepresented groups that have been historically disadvantaged from opportunities in higher education.
   4. The University is committed to having a faculty that practices inclusion and desires to meet the challenges, opportunities, and responsibility of preparing students for successful careers, post-graduate education, and lifelong learning in a multicultural, global, and technological society.
   5. Diversity is a core value of the University and, as such, it is important that our faculty population reflect our student body and surrounding community. Given the diversity of our student body, it is also important our faculty seek to develop culturally relevant and inclusive teaching practices.
   6. Thus, the Wilton Flemon Postdoctoral Teaching Fellows program (WFPTF) is designed to increase the diversity of the faculty at MSU Denver by
      1. Attracting fellows from different backgrounds, racial/ethnic groups, and other diverse, and underrepresented, populations.
      2. Promoting the professional development of WFPTF hires by requiring mentorship (see 4.b); and,
      3. Ensuring that the departmental/unit activities and programs that hosts a WFPTF are supportive of the fellows’ successful professional development and retention.
   7. WFPTF has been established to encourage attainment of four major objectives of the MSU Denver goal to achieve a diverse workforce, namely:
      1. Fostering a multicultural campus and the appreciation of diversity, equity, and inclusive excellence
      2. Creating a faculty that is representative of the diverse population of Denver and its surrounding Metro Area, from which most MSU Denver students matriculate.
      3. Equitizing employment opportunities for all groups.
      4. Enacting anti-racist hiring and retention practices per the Board of Trustees June 16, 2020, resolution stating the University’s “commitment to engaging in anti-racism work to necessary to create systemic changes.”
2. ELIGIBILITY REQUIREMENTS
   1. Before a WFPTF search can be initiated, a post-doc position line must be available and allocated to the Department/Unit by the Provost.
   2. If feasible, an open tenure line or anticipated open tenure line should be available for the WFPTF to compete for upon completion of the WFPTF. Departments that can demonstrate that they will have an open tenure line within the next two years will receive prioritization for the post-doctoral position.
   3. Each candidate must have finished requirements for PhD/Terminal Graduate degree prior to employment (ABD at time of employment not acceptable).
      1. Please see the Minimum Requirements for Rank Upon Appointment at [https://www.msudenver.edu/asa/guidelinesandpolicy](https://www.msudenver.edu/asa/guidelinesandpolicydocuments/asapolicymanual/) documents/as a policy manual/ for more details related to specific disciplines.)
      2. If the applicant’s PhD is in progress, the thesis advisor must provide a letter of support attesting the applicant will complete their PhD prior to August 1st of the application year.
   4. The WFPTF Program is intended to increase the diversity of MSU Denver’s academic community. The program seeks to attract researchers, scholars and educators from different backgrounds, races, ethnic groups, and other diverse populations.
      1. Diversity and diverse are meant to include, but are not limited to, cultural differences, race/ethnicity, color, national origin, sex, pregnancy, age, (dis)ability, creed, religious or spiritual beliefs, sexual orientation, socioeconomic status, class, gender identity, gender expression, veteran status, political affiliation, or political philosophy.
   5. Any interested applicants who meet eligibility will be considered without regard to race, nationality, ethnicity, gender, sexual orientation or identity, religion, irreligion, age, veteran status, ability status, marital status, or family status.
   6. Qualified individuals not accepted into the Program in any given year may still be considered for appointment in subsequent years.
   7. Applicants should note that due to the nature of the contract for this position, the university is unable to sponsor permanent visas for international applicants. After the successful completion of this position, the applicant can apply for a tenure track line, if available. For a tenure track line, the university can sponsor permanent visa applications.
3. TEACHING, SCHOLARY ACTIVITIES, AND SERVICE DUTIES
   1. Teaching: No more than 9 credit hours per semester and no more than two new course preparations per year.
      1. Office Hours: 1 office hour per week for student mentoring, though departments may be flexible with scheduling; however, fellows are expected to do no more than 15 hours per semester.
         * 1. Fellows are also expected to engage in 10 hours of mentored advising (course-related questions, career opportunities, and post-baccalaureate choices) throughout each semester of the program.
   2. Scholarly Activities: The Fellow will begin the process of developing an agenda congruent with the department guidelines that will enable progress toward being competitive for a tenure track position.
      * 1. To ensure the fellow is assigned no more than 9 credit hours per semester, the fellow will have a minimum of 6 credit hours of reassigned time for scholarly activities per semester supported by the Dean’s office.
   3. Service: The WFPTF does not require service in the first year. In year two, the participant will complete service activities at the discretion of the department/unit in consultation with the fellow. Service activities will be reviewed by the Dean of the College and or School to ensure that service expectations are appropriate.
4. EVALUATION OF WFPTF FELLOWS
   1. Every WFPTF Fellow must be evaluated annually on the basis of teaching, scholarly activities, and service. Basis of evaluation should be specified at the onset of the first year.
   2. Satisfactory progress of the fellow will be based on:
      1. Department Guidelines for Category II Faculty that fit their disciplinary or departmental needs.
      2. An updated Digital Measures Portfolio, which should include:
         1. One (1) classroom peer observation per semester of residence in this program;
         2. A yearly self-assessment of teaching that reflects on student and peer feedback in all its forms and discusses how it informs teaching and pedagogy.
   3. The Faculty Mentor or Mentoring Committee and Chair will meet with the faculty member to discuss the Year 1 evaluation and provide a report to the dean and offer support for future opportunities at MSU Denver and beyond.
      1. The Chair will recommend retention or non-retention.
      2. The Dean in consultation with the Chair and the Office of Diversity and Inclusion will recommend retention or non-retention to the Provost.
      3. The Provost shall make the final decision on renewal for year two.
   4. The Fellow will receive an annual evaluation at the end of Year 2.
      1. The Faculty Mentor or Mentoring Committee and Chair will meet with the faculty member to discuss the Year 2 evaluation and provide a report to the dean and offer support for future opportunities at MSU Denver and beyond.
5. PROGRAM COMPONENTS
   1. Acceptance of a WFPTF contract constitutes acceptance of the terms of this policy in addition to all other policies incorporated into faculty employment contracts.
   2. The authorization and search procedure outlined in the WFPTF Procedural Manual occurs after the Provost has given authorization for a search. Colleges, Schools, Departments, or Units seeking to hire a WFPTF candidate must show that:
      1. The candidate meets the eligibility requirements; and
      2. The college/school/department/unit has both the desire and the resources to support the new hire (see section 5 in the WFPTF Procedural Manual for more details).
6. THE WILTON FLEMON POSTDOCTORAL TEACHING FELLOWS PROGRAM
   1. See The Wilton Flemon Postdoctoral Teaching Fellows Program Guidelines for procedures and processes.

**THE WILTON FLEMON POSTDOCTORAL TEACHING FELLOWS PROGRAM**

**GUIDELINES**

**Metropolitan State University of Denver**

Approved by: [NAME & TITLE]

On: [DATE]

Revised on: []

1. STATEMENT OF INTENT AND PURPOSE (Review the Wilton Flemon Postdoctoral Teaching Fellows Policy)
2. ELIGIBILITY REQUIREMENTS (Review the Wilton Flemon Postdoctoral Teaching Fellows Policy)
3. DEPARTMENT APPLICATION PROCESS
   1. All inquiries for an appointment under the WFPTF should be started at the department/unit level. Those departments/units who have interest and need should submit a proposal to the Dean and the Provost by April 1 of the calendar year that the advertisement will be posted (presumably in the Summer or early Fall) for a position that will start the following academic year. The Provost will notify departments/units if the proposal has been approved by the end of the Spring Semester.
   2. The proposal must include a draft of the job advertisement.
   3. The proposal must also address all the following criteria:
      1. Does your department have a DEI mission statement and/or DEI plan? If so, please include it/them.
      2. Using demographic data, how does the diversity of your department compare to the diversity of your discipline and MSU Denver? What steps have you already taken to increase and support faculty diversity in your department (i.e., provide any supporting evidence)?
      3. How do you support diverse faculty currently in the department?
      4. What steps have you taken to infuse DEI throughout your curriculum?
      5. How do you plan to produce a diverse pool of applicants in addition to posting the position on HigherEdJobs, i.e., Utilizing our network of established, sustained partnerships with institutions that produce diverse graduates (such as HSIs, HBCUs, MSIs, any additional University Systems with critical numbers of students who are passionate about teaching diverse student bodies who are ready to enter the program, etc.); listservs, websites, blogs, and other online locations specifically aimed at reaching diverse populations where the job advertisement can be posted; regional or national conferences and workshops where candidates can be scouted; award lists that can be explored for nominees)?
         1. Departments/units are encouraged to request support from the Office of Diversity and Inclusion and/or the Faculty Senate Diversity committee to aid them in diversifying their applicant pool.
      6. How do you plan to support the fellow so that they are competitive for a tenure-track position?
      7. Are you able to provide release time so that the fellow can focus on developing their teaching skills and scholarly activity?
      8. How will you support and provide resources for the fellow’s scholarly activity agenda? What opportunities are there for the fellow to be able to collaborate with current faculty members?
      9. How will you support the fellow or what resources will you connect the fellow to enhance their teaching? What courses do you expect the fellow will teach in their first year (fellows should have no more than two course preparations per year)? Given that there is no service required in the first year, what steps will you take to ensure that the fellow is integrated into and engaged in the department? How will you prepare the fellow to assume an appropriate level of service in the second year?
      10. How will you provide mentorship inside and outside the department for the fellow?
      11. How and when will you provide feedback to the fellow regarding their performance?
      12. Does your program plan to have an open tenure-track position as the post doc matriculates from this fellowship to provide the fellow the opportunity to remain at MSU Denver as a tenure-track professor?
          1. Note: In accordance with the Colorado Equal Pay Act all positions must be posted and a search must be conducted to fill that position. An external search is not required, an internal search can be conducted if the position is posted for at least 10 days. However, if the post-doc will require a permanent visa, the position must be posted nationally for at least 30 days to qualify the person for a permanent visa.
          2. Departments that can demonstrate that they will have an open TT line within the next two years will receive prioritization for the post-doctoral position.
   4. Once the proposal is approved by the Provost and the position has been created, the department/unit should initiate a national search for which the position is posted for at least 30 days; and they are encouraged to request assistance from the Office of Diversity and Inclusion, the Office of Human Resources, the Faculty Senate Diversity Committee, as well as other colleagues in developing and disseminating the posting.
   5. Departments requesting a WFPTF are required to undergo the requisite HR training.
   6. All members of the search committee for the WFPTF are required to attend a DEI-focused faculty development training in consultation with the Office for Diversity and Inclusion.
4. CANDIDATE APPLICATION PROCESS
   1. All WFPTF candidates shall submit materials in accordance with HR policies. The following should be included as part of the application materials:
   2. A letter of application which highlights the applicant’s strengths and addresses the eligibility requirements;
   3. In addition to departmental/unit requirements for the position, candidates must submit a diversity statement addressing:
      1. Diversity as defined on the Office of Diversity and Inclusion website;
      2. An understanding and practice of equity, inclusion, and diversity concepts that are broader than just race, ethnicity, and gender that demonstrates self-awareness in terms of understanding one’s own culture and identity, and how biases, prejudices, power, privileges, and stereotypes might intersect;
      3. Demonstrated commitment to equity through scholarship/creative activity, teaching, and service; and
      4. Demonstrated commitment to mentoring and supporting students from a wide range of experiences and backgrounds including traditional, first generation, BIPOC, LGBTQ+, Latinx, adult, military, second career, second chance, concurrent high school/ college students, and students with mental health, learning, or physical differences;
   4. Current and complete curriculum vitae;
   5. Three letters of reference from individuals who are in a position to evaluate the qualifications and experience of the applicant as they pertain to the faculty assignment and the WFPTF; and
   6. Other materials (such as an official transcript, teaching philosophy, writing sample, teaching dossier, etc.) at the Department/Unit’s discretion).
5. INTERVIEW PROCESS
   1. The interview process will be conducted based on MSU Denver's current processes.
   2. Care should be taken to ensure that the candidate receives copies of the WFPTF policy and procedural manual prior to the interview, and that these documents and all expectations of the fellow are thoroughly discussed during the interview process.
6. ADMINISTRATIVE REVIEW
   1. The Search Committee and Department/Unit Chair should follow regular HR processes for selecting candidates.
   2. Each department/unit approved for the search shall submit the following documents to the Dean:
      1. Application materials received from the selected candidate;
      2. Position announcement of the faculty appointment; and
      3. Approved Proposal.
   3. The Search Committee Chair or the Department Chair should discuss the merits of a potential WFPTF candidate with the Dean.
   4. If approved by the Dean, the Dean then submits the material to and discusses the potential appointment with the Provost.
   5. Approval or Denial of Appointment
      1. Official transcripts as required by HR will be requested if a formal offer is made;
      2. Upon decision regarding approval or denial of the WFPTF, the Department/Unit Chair and the Dean of the respective school/college will receive a memorandum from the Provost.
      3. At that time, appropriate hiring documents should be prepared and submitted by the Department/Unit Chair to the Dean, Provost, and HR.
7. WFPTF PARTICIPATION CRITERIA
   1. WFPTF fellows are full-time faculty, appointed for a term consisting of one academic year. They are reviewed for retention at the end of year one under the applicable criteria, standards, and guidelines of the University, and may be reappointed for an additional year. WFPTF contracts are subject to non-renewal upon notice.
   2. Mentoring and Professional Development Resources
      1. At the time of hire, at minimum, the Department/Unit Chair or relevant Supervisor to which the Fellow is assigned will agree to delegate a faculty mentor from their department/unit. The Chair will oversee and arrange such mentoring and consult with the recipient before choosing a faculty to mentor the Fellow; chairs are encouraged to create mentorship committees for the fellow which also includes mentors from outside the department and potentially outside of the institution.
      2. A member of MSU Denver’s Office of Diversity and Inclusion will consult with the Fellow, their mentor, or Chair to introduce the Fellow to other appropriate programs for support and engagement.
   3. Professional development funding will be available to the WFPTF in accordance with departmental/unit resources available to Category II faculty.
8. TEACHING, SCHOLARY ACTIVITY, AND SERVICE DUTIES (Review the Wilton Flemon Postdoctoral Teaching Fellows Policy)
9. EVALUATION OF WFPTF FELLOWS (Review the Wilton Flemon Postdoctoral Teaching Fellows Policy)
10. SALARIES AND BENEFITS (please refer to Human Resources website) <https://www.msudenver.edu/hr/>
    1. This position falls under Category II Faculty (8) Other: “Special cases where duties, compensation, and title are mutually determined by contract. Should be rare, determined by departmental needs, and negotiated by Chair and Dean” (Faculty Employment Handbook 2021, p. 37/72).
    2. The fellowship portion of this program can last up to two years and is not a tenure-track, permanent position which precludes the university from sponsoring permanent visas for the duration of the fellowship.
    3. The WFPTF Fellow’s reassigned time will be funded by the Dean of the host college or school.
    4. The WFPTF Fellow’s salary and benefits will be funded by the Office of the Provost.
11. PROGRAM MANAGEMENT
    1. The WFPTF is offered under the auspices of the Provost and in collaboration with the Office of Diversity and Inclusion and is responsible for its administration and assessment
    2. The Dean of the College and or School will be responsible for submitting a report at the end of each year on the progress of the WFPTF to the Provost’s Office and the Office of Diversity and Inclusion. This report should be cc'd to the Faculty Senate and Human Resources. Reports should be submitted no later than June 15.