



Board of Trustees
Policy Statement
University Policy
Library

Operational Area	Employees
Responsible Executive	Vice President for Administration and Finance/CFO
Responsible Office	Human Resources Office
Effective	November 1, 2025

Employment Contracts for Faculty Policy

Employees

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I. INTRODUCTION

- A. **Authority:** C.R.S. § 23-54-102, et seq. (2025) authorizes the Trustees of Metropolitan State University of Denver (“MSU Denver” or “University”) 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 Board of Trustees (“Board” or “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 MSU Denver faculty to be uniform.
- C. **Scope:** This policy applies to MSU Denver faculty.

II. ROLES AND RESPONSIBILITIES

- A. **Responsible Executive:** Vice President for Administration and Finance/CFO
- B. **Responsible Administrator:** Chief Human Resources Officer
- C. **Responsible Office:** Human Resources Officer
- D. **Policy Contact:** Chief Human Resources Officer, 303-605-7218



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III. POLICY STATEMENT

- A. Employment contracts shall be uniform for faculty members at the University, except for part-time or temporary contracts.
- B. 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 [Faculty Employment Handbook](#), as amended from time to time.

IV. RELATED INFORMATION

- A. [Faculty Employment Handbook](#)

V. POLICY HISTORY

- a) **Effective:** November 1, 2025
- A. **Revised:** 2025 revised with no substantive changes; April 1, 2019 revision supersedes section 3.2 of the *MSCD Trustees Manual, 2007*.
- b) **Original Enactment Date:** 2007
- B. **Review:** This policy will be reviewed every five years or as deemed necessary by University leadership.

VI. POLICY APPROVAL

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

Kristin Hultquist
 Chair, Board of Trustees, Metropolitan State University of Denver