

VCAC CHECKLIST
PLEASE PLACE IN FRONT OF DOSSIER

Candidate's Name

School/Department

Action

- _____ 1. Dean's Recommendation
- _____ 2. Statement of Dean's Review Committee
- _____ 3. Chair's Report of Dept. Evaluation & Recommendation
Institute Director's letter (for joint appointments)
- _____ 4. Statement of Primary Unit Review Committee
Institute Review Committee Statement (for joint appointments)
- _____ 5. Current Vita
- _____ 6. Faculty Statement on Research/Creative Work
- _____ 7. Faculty Statement on Teaching
- _____ 8. Faculty Statement on Service/Outreach
- _____ 9. Comprehensive Review Letters from Dean's Review Committee
and from Dean (include for tenure and promotion to associate
professor decisions only)
- _____ 10. Multiple Measures of Teaching
- a FCQ Instructor Summary
- b FCQ Summary for each course taught
- c Two or more of the following:
- peer reviews of teaching
 - report of class interviews
 - letters from randomly solicited students
 - other materials as defined by the candidate or unit
- _____ 11. One copy of your letter soliciting letters of evaluation
- _____ 12. Six external letters of evaluation are required for
tenure and/or promotion
- _____ 13. One copy of "Primary Unit Criteria for Promotion and Tenure"
- _____ 14. Examples of Publications (3 are sufficient)
- _____ 15. Summary of Personnel Action Form

**ALL REQUIRED DOCUMENTATION MUST BE RECEIVED PRIOR TO THE DOSSIER BEING SUBMITTED TO
VCAC FOR REVIEW**

DESCRIPTION OF VCAC CHECKLIST REQUIREMENTS

1. **DEAN'S RECOMMENDATION.** Where differences of opinion between the Primary Unit, the Review Committee, and/or the Dean have occurred and have not been resolved, each party in the disagreement shall submit a brief statement outlining the areas of disagreement and the reasons for its recommendation. Deans are encouraged to offer their independent assessment of the research/creative work, teaching, and service records.
2. **DEAN'S REVIEW COMMITTEE STATEMENT.** Briefly summarize the committee's evaluation and recommendation, giving the specific votes and explanation for any dissenting votes and for differences between it and the primary unit, if any. Minimum size of the voting membership of the Dean's Review Committee is 3, effective AY 2001-02.
3. **CHAIR'S REPORT OF DEPARTMENT EVALUATION AND RECOMMENDATION.** The chair, and Institute Director's in cases where there are joint appointments, should report the actions taken by the primary unit, include reasons for the recommendation, an explanation for any dissenting opinion as expressed in the vote, plus the number of votes taken at each step. Minimum size of the voting membership of the primary unit is five, effective AY 2001-02. In small units without five eligible voting members, the dean's office must be consulted regarding supplementation of the primary unit for purposes of the review. A description of the review and voting process that was followed should be included.
4. **STATEMENT OF PRIMARY UNIT REVIEW COMMITTEE.** This statement, usually several pages in length, should include a description of the findings of the committee with regards to (a) Teaching Ability (b) Scholarly and Creative Work, and (c) University and Public Service or Outreach. If not included in the preceding letter, a description of the review process that was followed should be included. In cases where there are joint appointments, the institute and department form PUEC's and conduct reviews; or the institute and department form a combined PUEC and conduct a review. A summary of the external evaluations which will be shared in writing with the candidate must be included.00000000
5. **CURRENT VITA - Self explanatory.** Candidates are urged to consult the VCAC advisory document on CV construction, available at:
<http://www.colorado.edu/facultyaffairs/atoz/VCAC%27s.CV%20Advice.pdf>
6. **FACULTY STATEMENT ON RESEARCH/CREATIVE WORK** This one to three page narrative is an opportunity for the candidate to speak directly to the review committee membership, highlighting his/her major contributions, describing the impact of their research/creative work, or addressing any unique aspects of the scholarly record.
7. **FACULTY STATEMENT ON TEACHING** This one to three page narrative is an opportunity for the candidate to speak directly to the review committee membership, highlighting his/her major teaching activities, the innovative aspects of his/her teaching, the successes in graduate training and individualized instruction, or addressing any unique aspects of the teaching record.
8. **FACULTY STATEMENT ON SERVICE/OUTREACH** This one to three page narrative is an opportunity for the candidate to speak directly to the review committee membership, highlighting his/her major contributions or activities in the areas of service or outreach to the University, to their professional organizations, and/or to the public.
9. **COMPREHENSIVE REVIEW LETTERS FROM DEAN'S REVIEW COMMITTEE AND FROM DEAN** When dossiers for candidates seeking promotion to associate professor or for tenure are submitted, two additional documents are required. The first is the letter of evaluation and recommendation authored by the Dean's Review or Personnel Committee as part of the comprehensive review, and the second is the letter of evaluation and recommendation written by the dean regarding comprehensive review. The purpose of these required documents is to

provide to review committees some indication of the assessment of the candidate at the time of comprehensive review, and to evaluate the candidate's progress since that time relative to any advice that was provided in these two documents.

10. **MULTIPLE MEASURES OF TEACHING.** Submit the complete record of faculty course questionnaire summaries of each course taught and instructor summaries compiled by the Office of Budget, Planning, and Assessment. In addition to these required documents, submit two or more additional forms of teaching assessment. Suggested forms of assessment are included on the checklist, however, candidates and units are urged to use whatever form of assessment is most appropriate for the type of instruction. Sample syllabi, sample exams, and representative other materials might be included. Do not overlook assessment of individualized and graduate instruction, as these are often important components of teaching activity. Documentation (peer reviews, student interviews, etc.) should be for more than one course and for more than one year. Review committee chairs and candidates should consult the VCAC advisory document on multiple measures of teaching, available at <http://www.colorado.edu/facultyaffairs/atoz/VCAC.On.Teaching.Eval.pdf>
11. **ONE COPY OF THE LETTER OF SOLICITATION.**
 - A. The template for letters of solicitation to external reviewers is available at: <http://www.colorado.edu/facultyaffairs/atoz/ofaindex.html#E>
Primary units wishing to make substantive changes to the letter should seek permission from the Office of Faculty Affairs.
 - B. Evaluators should be asked to specify clearly if the candidate would be reappointed, promoted, or receive tenure at their institution.
 - C. Evaluators should be asked to state what their relationship is to the candidate.
12. **SIX LETTERS OF EVALUATION** are required for tenure and promotion review.
 - A. Letters must be submitted from professional colleagues not affiliated with the University of Colorado. Letters from mentors and close collaborators are discouraged.
 - B. Evaluators must be selected by the Primary Unit and chosen to avoid any known or apparent biases, either positive or negative. All letters received must be submitted with the dossier. Individuals contacted but not able to review must also be listed, along with the reason for the decline.
 - C. Candidates may not select their own evaluators, but may recommend names to the primary unit. A list of who recommended each reviewer (the candidate, the department or both) should be included in the dossier.
 - D. For each evaluator the primary unit should include a CV. A statement on the evaluator's stature in the field should also be included.
 - E. Please make every effort to ensure that your evaluators answer the question as to whether or not the candidate would be reappointed, promoted, or receive tenure at **their** institution.
13. **ONE COPY OF THE PRIMARY UNIT'S DOCUMENT TITLED "PRIMARY UNIT CRITERIA FOR PROMOTION AND TENURE".** This document describes the procedures, criteria, and evidence that the primary unit has agreed upon for evaluating comprehensive review, tenure, and promotion cases. This document is mandated and defined in Administrative Policy Statement ASP 7.1.93, which may be consulted at <http://www.cusys.edu/~policies/Personnel/critpreten.html>

14. **EXAMPLES OF PUBLICATIONS.** In most cases, three representative examples of scholarly work are sufficient. When photographs, videos, or CDs are the appropriate record of scholarly or creative work, candidates are urged to submit examples.
15. Summary of Personnel Action Form (formally UCDF-7 Form) should be included in the dossier.

Please place the VCAC Checklist in front of the dossier and review its contents carefully to be sure it is complete. Incomplete dossiers will not go forward to VCAC and will cause unnecessary delays.

If a candidate wishes to review his or her dossier once it has been submitted to VCAC, please contact the Office of Faculty Affairs, 492-5491, as external letters will first need to be removed.

Once the VCAC makes a recommendation on a personnel case, the dossier, which includes a voting history from each stage of review, is forwarded to the Provost and Chancellor for their evaluation and recommendation. The Chancellor is responsible for making the decision on reappointment and promotion cases. In questions of tenure, the Chancellor makes a recommendation to the President of the University of Colorado system. The Board of Regents has final authority in cases of tenure.