

VCAC CHECKLIST
FOR APPOINTMENTS WITH TENURE

PLEASE PLACE IN FRONT OF DOSSIER

Candidate's Name

School/Department

Action

- | | | |
|-------|-----|--|
| _____ | 1. | Dean's Endorsement |
| _____ | 2. | Statement of Dean's Review Committee |
| _____ | 3. | Statement of Primary Unit |
| _____ | 4. | Justification for Tenure |
| _____ | 5. | Current Vita |
| _____ | 6. | Evidence of Teaching Competence |
| _____ | 7. | External letters of evaluation for appointment with tenure (Minimum of 3) |
| _____ | 8. | Copy of primary unit document titled "Primary Unit Criteria
for Promotion and Tenure" |
| _____ | 9. | Examples of Publications (3 are sufficient) |
| _____ | 10. | Summary of Personnel Action Form |

**SEE FOLLOWING PAGE (below) FOR DESCRIPTION OF VCAC CHECKLIST
REQUIREMENTS
(For Appointments with Tenure)**

DESCRIPTION OF VCAC CHECKLIST REQUIREMENTS

For Appointments with Tenure

1. **DEAN'S RECOMMENDATION.** Deans are encouraged to offer their independent assessment of the research/creative work, teaching and service record of the candidate, and summarize how the candidate meets or exceeds the unit's standards for an appointment with tenure.
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. **STATEMENT OF PRIMARY UNIT.** This statement, usually multiple pages in length, should include a description of the (a) Teaching Ability (b) Scholarly and Creative Work, and (c) University and Public Service of the candidate, and how those characteristics meet or exceed the unit's standards to promotion to the tenured rank being considered. This statement should also report and explain the department's vote to recommend appointment at the particular rank.
4. **JUSTIFICATION FOR TENURE.** The Board of Regents require that all request for approval of new hires with tenure must include a separate statement from the head of the primary unit (chair or dean) addressing the following points:
 - A description of the fiscal and academic program plans for the unit in terms of long-range planning. Discussion should include, for example, the academic unit's plans to strengthen a particular area in a discipline, to replace retirees in a discipline, to develop a new thrust or focus, to come up with resources, to identify and accommodate changes that will occur in the college/school, etc.
 - An explanation of how the personnel action fits into the unit's plans.
 - A statement of the specific merit of the candidate.
 - The unit's tenure ratio.
 - Faculty Vote.

See policy at:

<http://www.cusys.edu/policies/Personnel/Appointment-wTenure-Justification.pdf>

5. **CURRENT VITAE.** (Self explanatory.)
6. **EVIDENCE OF TEACHING COMPETENCE.** Please include a summary of whatever materials the primary unit consulted to reach its conclusion that the candidate's recent teaching performance meets the standards for a tenured individual at the University of Colorado-Boulder.
7. **EXTERNAL LETTERS OF EVALUATION.** Please include the external letters that the primary unit considered in reaching their conclusion that the candidate is deserving of an appointment with tenure at our institution. A minimum of three letters is required.
8. **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>
9. **EXAMPLES OF PUBLICATIONS.** In most cases, three representative examples of scholarly work are sufficient. When photographs, videos or CD's are the appropriate record of scholarly or creative work, candidates are urged to submit examples.
10. **SUMMARY OF PERSONNEL ACTION FORM** 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 each dossier carefully to be sure that it is complete. Incomplete dossiers 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.

Revised 09/09