**VCAC CHECKLIST**

Please Place In Front of Dossier

Use for: Comprehensive Review; Tenure and Promotion to Associate; and Promotion to Full Cases

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|  Candidate's Name |  School/Department |
| □ Comprehensive Review: Reappointment |  □ Comprehensive Review: Feedback only |
| □ Tenure □ Tenure and Promotion to Assoc. Professor □ Promotion to Full Professor 1. Dean's Recommendation 2. Statement of Dean's Review Committee 3. Chair's Report of Primary Unit Evaluation & Recommendation Institute Director’s letter (if the faculty member is rostered in an institute, according to the MOU at hire) 4. Statement of Primary Unit  5. Current Curriculum Vitae 6. Faculty Statement on Scholarly/Creative Work  7. Faculty Statement on Teaching or Librarianship  8. Faculty Statement on Service  9. Comprehensive Review Letters from the Dean’s Review Committee, Dean, and VCAC (include for T&P to Associate cases only) 10. Memorandum of Understanding that accompanied initial offer letter (only for faculty members rostered in a unit outside of the tenure home department. e.g., in an institute) 11. Multiple Measures of Teaching Evaluation  a. FCQ Instructor Summary b. FCQ Summary for each course taught (including student comments c. Two or more of the following: • Peer reviews of teaching • Report of class interviews• Confidential, *redacted* letters/interviews/surveys from randomly solicited students**\*\***  • Course materials (e.g., syllabi, exams) • Teaching portfolio • Other materials as defined by the candidate or unit **\***12. One copy of the letter soliciting external letters of evaluation **\***13. External Letters of Evaluation (6)**\*\*** External Reviewer Key\*\* 14. One copy of your unit’s policy and procedures document on review for comprehensive review, tenure, and promotion, and its criteria for CRPT  15. Examples of Publications (3 are sufficient)**\*Include for tenure and promotion to associate and promotion to full cases only****\*\***[**Use this suggested template for soliciting student feedback.**](https://www.colorado.edu/facultyaffairs/node/967/attachment) **These materials are confidential and should comprise the “supplement to the dossier,” which is a *separate* PDF submitted along with the dossier. Student names should be redacted from each letter.** See the following page for description of VCAC checklist requirements. The dossier must be complete prior to the dossier being submitted to VCAC for review. |

**DESCRIPTION OF VCAC CHECKLIST REQUIREMENTS**

**\*\*\***1. DEAN'S RECOMMENDATION. Deans are encouraged to offer their independent assessment of the scholarly and creative work, teaching/librarianship, and leadership and service records, based on the primary unit criteria for reappointment, tenure, and promotion.

**\*\*\***2. STATEMENT OF DEAN'S REVIEW COMMITTEE. Briefly summarize the committee's evaluation and recommendation, reporting the specific votes and the explanation for any dissenting votes and for differences between the committee and the primary unit, if any.

**\*\*\***3. CHAIR'S REPORT OF PRIMARY UNIT EVALUATION AND RECOMMENDATION. The chair should report the actions taken by the primary unit. Please include reasons for the recommendation, an explanation for any dissenting opinion as expressed in the vote, plus the number of votes taken in the primary unit. Minimum size of the voting membership of the primary unit is five. 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. If the faculty member is rostered in an institute, the institute director also should provide a letter with input on reappointment, tenure or promotion, as specified in the MOU put in place at hire.

 \***\*\*Where there is a disagreement in the recommendation between these three reviews, the case must return to the prior reviewer for reconsideration, and a revote. Please include a letter describing the outcome of the reconsideration and revote. If, upon reconsideration there is still a disagreement between review levels, the case shall proceed forward; reviewers are required to reconsider the case only one time.**

4. Statement of Primary Unit. This statement (usually a maximum of 4,000 words) should include a description of the findings of the committee with regards to
(a) Teaching/Librarianship, (b) Scholarly and Creative Work, and (c) Leadership and Service
(to the university, profession, and the public). If not included in the chair’s report, a description of the review process that was followed should be included. In cases where the faculty member is rostered in an institute, in most cases the institute and department form a combined PUEC and conduct one review. A summary of the external evaluations that is included as part of the dossier, may be shared in writing with the candidate (in other words, do not share the names of the external reviewers and their letters with the candidate, as this information is confidential).

1. CURRENT CURRICULUM VITAE.

6. FACULTY STATEMENT ON SCHOLARLY AND CREATIVE WORK. This narrative, usually a maximum of 1,500 words, is an opportunity for the candidate to speak directly to the review committee membership, highlighting their major contributions, describing the originality, independence, and impact of their research/creative work, or any unique aspects of the record.

7. FACULTY STATEMENT ON TEACHING/LIBRARIANSHIP. This narrative, usually a maximum of 1,500 words, is an opportunity for the candidate to speak directly to the review committee membership, highlighting their major teaching activities, the innovative aspects of their teaching, successes in graduate training and individualized instruction, or any unique aspects of the record.

8. FACULTY STATEMENT ON LEADERSHIP AND SERVICE. This narrative, usually a maximum of 1,500 words, is an opportunity for the candidate to speak directly to the review committee membership, highlighting their major contributions or activities in the areas of service or leadership to the University, to their profession, and to the public.

9. Comprehensive Review Letters from the Dean’s Review Committee, Dean, and VCAC. When dossiers for candidates seeking tenure and promotion to associate professor are submitted, three additional documents are required. These are the letters of evaluation and recommendation authored by the Dean’s Review Committee, Dean, and VCAC from the time of 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 three documents.

10. MEMORANDUM OF UNDERSTANDING THAT ACCOMPANIED INITIAL OFFER LETTER (only for faculty members rostered in a unit outside of the tenure home department. e.g., in an institute)

11. MULTIPLE MEASURES OF TEACHING. Submit the complete record of faculty course questionnaire (FCQ) summaries of each course taught and instructor summaries compiled by the Office of Data Analytics. In addition to these FCQ documents, which are required by CU System policy to be included, 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. Do not overlook assessment of individualized and graduate instruction, as these are often important components of teaching activity. Documentation (peer reviews, confidential student interviews, etc.) should be for at least 3 courses. Review committee chairs and candidates should consult the [VCAC advisory document on multiple measures of teaching](https://www.colorado.edu/facultyaffairs/multiple-measures-teaching).

Please also consult [Administrative Policy Statement 1009 titled *Multiple Means of Teaching Evaluation*](https://www.cu.edu/ope/aps/1009).

[Use this suggested template for soliciting student feedback.](https://www.colorado.edu/facultyaffairs/node/967/attachment) Units should make sure students know that their evaluation should focus on the faculty’s member’s teaching and advising; if students choose to provide information or allegations that are related to misconduct, for example, [the policies addressed by Office of Institutional Equity and Compliance](https://www.colorado.edu/oiec/policies) (OIEC), this information cannot be kept confidential by the department or unit and must be disclosed to OIEC or other appropriate university body. Students will receive a direct outreach from OIEC, though they are not required to respond. However, OIEC may not be able to take additional action if students choose not to speak to them. Students may report any concerns directly to OIEC by emailing cureport@colorado.edu or through the [online reporting form](https://cuboulder.qualtrics.com/jfe/form/SV_0PnqVK4kkIJIZnf).

12. ONE COPY OF THE LETTER OF SOLICITATION.

1. [Use this template for letters of solicitation to external reviewers](https://www.colorado.edu/facultyaffairs/node/416/attachment). Primary units wishing to make substantive changes to the letter should seek permission from the Office of Faculty Affairs.

B. External reviewers should be asked to specify clearly if the candidate should be promoted, or receive tenure at *CU Boulder*.

 C. External reviewers should be asked to state what their relationship is to the candidate.

13. A minimum of SIX EXTERNAL LETTERS OF EVALUATION are required for tenure and promotion reviews. These are confidential and must not be shared with the candidate.

A. External letters must be submitted from professional colleagues not affiliated with the University of Colorado. Letters from mentors and close collaborators are strongly discouraged.

1. External reviewers must be selected by the Primary Unit and chosen to avoid any known or apparent biases, either positive or negative.
2. Candidates may not select their own external reviewers, but may recommend names to the primary unit.
3. All external review letters received must be submitted with the dossier, along with a CV for each external reviewer from whom a letter was received.

E. Please include an EXTERNAL REVIEWER KEY with the following information:

* + - Name and affiliation of the reviewer
		- Who recommended the reviewer (PUEC or Candidate)
		- How the reviewer is labeled in the PUEC, primary unit, and dean’s review committee letters, for example, A, B… or 1, 2… The campus review letters should refer to the external reviewer in a consistent manner.
		- At the end of the key, please list individuals who were contacted but not able to provide a review, and include why they were unable to provide one (e.g., too busy, too close to candidate, etc.)
		- If you need an example of an external reviewer key, please contact Carolyn Tir in the Office of Faculty Affairs (carolyn.tir@colorado.edu).

14. ONE COPY OF YOUR UNIT’S POLICY AND PROCEDURES DOCUMENT ON COMPREHENSIVE REVIEW, TENURE AND PROMOTION (CRPT) AND ITS CRITERIA FOR MEETING THE UNIVERSITY OF COLORADO’S CRPT STANDARDS. 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 1022, Standards Processes and Procedures for Appointment, Reappointment, Tenure and Promotion (Appendix A of the Laws of the Regents)](https://www.cu.edu/ope/aps/1022).

15. EXAMPLES OF PUBLICATIONS. In most cases, three representative examples of scholarly work are sufficient. When photographs, videos, recordings, or other multimedia works are appropriate records of scholarly or creative work, candidates are urged to submit examples.

**Please place the VCAC Checklist in front of the main dossier and review its contents carefully to be sure it is complete. Incomplete dossiers cannot go forward to the VCAC. Please note that the student letters/surveys/interviews and the external review letters are confidential materials and should comprise the “supplement to the dossier,” which is a *separate* PDF submitted along with the main dossier. Student names should be redacted from each letter.**

Candidates are allowed to add items to their dossier up until the end of the review process. Items that may be added include but are not limited to the following: updated CV, rebuttal statements in response to letters written by the various levels of review, letters solicited by the candidate in support of their case, etc.

If any of the review or evaluation letters and materials include information about a candidate that include allegations of misconduct, the allegations need to be reported to the appropriate university body (e.g., the Office of Institutional Equity & Compliance, Standing Committee on Research Misconduct, Campus Controller, Department of Internal Audit, or University Counsel). Such specific issues are to be handled by the appropriate campus experts and processes, as the tenure and promotion process is handled separately.

Once the VCAC makes a recommendation on a personnel case, the dossier, which includes a voting history from each review body, is forwarded to the Provost and Chancellor for their evaluation and recommendation. The Chancellor makes the final decision on comprehensive review and promotion to full professor cases. For tenure cases, the Chancellor makes a recommendation to the President of the University of Colorado system, with final submission to the Board of Regents. The Board of Regents has final authority in cases of tenure.