VCAC CHECKLIST
FOR APPOINTMENTS (HIRES) WITH TENURE
PLEASE PLACE IN FRONT OF DOSSIER

[Candidate’s Name]
Candidate’s Name

[School/Department Name]
School/Department

[Action]
Action

*Items 1 – 5 and 7 should be single-sided. Please do not staple these items.*

[ ] 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
[ ] *Faculty Statements on Research, Teaching and Service*
[ ] 7. External letters of evaluation for appointment with tenure (Minimum of 3; the letters may be the recommendation letters submitted with the application for the position. *In certain cases, six external letters should be collected.)*
[ ] 8. A copy of Primary Unit’s policy and procedures document on review for reappointment, tenure and promotion
[ ] 9. Examples of Publications (3 are sufficient)

*Include only in cases where the candidate does not hold tenure at their current institution, and/or is being promoted to a higher rank at the time of hire. In these cases, a full review for tenure and promotion must be conducted.*

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

Revised 9/15
DESCRIPTION OF VCAC CHECKLIST

REQUIREMENTS

For Appointments (Hires) 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. If the candidate is being hired at the associate professor rank, please include votes in the areas of research, teaching, and service in addition to the vote on hire with tenure. Minimum size of the voting membership of the Dean’s Review Committee is three, 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 for the tenured rank being considered. This statement should also report and explain the department’s vote to recommend appointment at the particular rank. If the candidate is being hired at the associate professor rank, please include votes in the areas of research, teaching, and service in addition to the vote on hire with tenure.

4. **JUSTIFICATION FOR TENURE.** The Board of Regents require that all requests 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:

   - An explanation of how the personnel action fits into the unit’s fiscal and academic plans in the long-term. Discussion should include, for example, the academic unit’s plans to strengthen in a particular area in a discipline; replace retirees in a discipline; develop a new thrust or focus; identify and accommodate changes that will occur in the college or school; etc.

   - A statement of the specific merits of the candidate.

   - The unit’s tenure ratio.
• Faculty Vote. If the candidate is being hired at the associate professor rank, please include votes in the areas of research, teaching, and service in addition to the vote on hire with tenure.

See policy at: https://www.cu.edu/policies/aps/academic/1018.html

If you would like an example of a justification for tenure, please contact Carolyn Tir at carolyn.tir@colorado.edu.

5. **CURRENT VITA.** (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. In cases where the candidate does not hold tenure at their current institution, and/or is being promoted to a higher rank at time of hire, please also include candidate statements on research, teaching, and service. These narratives should be one to three pages long each and are an opportunity for the candidate to speak directly to the review committee membership, highlighting his/her major contributions in all three areas.

7. **EXTERNAL LETTERS OF EVALUATION.** Please include the external letters that the primary unit considered in reaching their conclusion that the candidate deserves an appointment with tenure at our institution. A minimum of three letters is required. The letters may be the recommendation letters submitted with the application for the position. For cases where the candidate does not hold tenure at their current institution, and/or appointment includes promotion to a higher rank, six external letters should be collected as a full review for tenure and promotion must be conducted.

8. **A COPY OF THE PRIMARY UNIT'S POLICES AND PROCEDURES DOCUMENT ON REAPPOINTMENT, TENURE AND PROMOTION.** 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, *Standards Processes and Procedures for Appointment, Reappointment, Tenure and Promotion (Appendix A of the Laws of the Regents)* which may be consulted at:

https://www.cu.edu/policies/aps/academic/1022.html

9. **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.

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, with final submission to the Board of Regents. The Board of Regents has final authority in cases of tenure.