VCAC CHECKLIST

PLEASE PLACE IN FRONT OF DOSSIER
Use for: Comprehensive Review; Tenure and Promotion to Associate; and
Promotion to Full cases

[Candidate’s Name]
Candidate’s Name

[School/Department Name]
School/Department

[Action]
Action

*Items 1 – 8 and 12 should be single-sided in the dossier. Please do not staple these items.*

[ ] 1. Dean's Recommendation
[ ] 2. Statement of Dean's Review Committee
[ ] 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 the Dean's Review Committee,
   Dean, and VCAC (include for T&P to Associate cases 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 external letters of evaluation
[ ] *12. Six External Letters of Evaluation
[ ] External Reviewer Key
[ ] 13. One copy of your unit’s policy and procedures document on review for
   reappointment, tenure and promotion
[ ] 14. Examples of Publications (3 are sufficient)

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

Revised 9/15
DESCRIPTION OF VCAC CHECKLIST

**REQUIREMENTS**

**1.** DEAN'S RECOMMENDATION. Deans are encouraged to offer their independent assessment of the research/creative work, teaching, and service records.

**Where there is a disagreement in the recommendation between levels of review, the case must return to the prior level of review for reconsideration, including a revote. A letter describing the outcome of the reconsideration and revote must be included in the dossier. If, upon reconsideration there is still a disagreement between review levels, the case shall proceed forward; review levels are required to reconsider the case only one time.**

**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 three, effective AY 2001-02.

**3.** CHAIR'S REPORT OF DEPARTMENT EVALUATION AND RECOMMENDATION. The chair, and institute directors 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 PUECs 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.

5. CURRENT VITA - Self-explanatory. Candidates are urged to consult the VCAC advisory document on CV construction, available at: https://facultyaffairs.colorado.edu/a-z-information-guide-docs/VCACs.CV%20Advice.pdf

6. FACULTY STATEMENT ON RESEARCH/CREATIVE WORK. This narrative, around three pages long, 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 narrative, around three pages long, 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 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 for reappointment. 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. **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 Planning, Budget, and Analysis. 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: https://facultyaffairs.colorado.edu/faculty/reappointment-promotion-and-tenure/related-policy-information/multiple-measures-of-teaching

   Please also consult Administrative Policy Statement 1009 titled *Multiple Means of Teaching Evaluation*, available at: https://www.cu.edu/policies/aps/academic/1009.pdf

11. **ONE COPY OF THE LETTER OF SOLICITATION.**
   
   A. The template for letters of solicitation to external reviewers is available at: https://facultyaffairs.colorado.edu/a-z-information-guide-docs/External%20letter%20templates.doc
   
   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 would be reappointed, promoted, or receive tenure at their institution.

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

12. A minimum of **SIX EXTERNAL LETTERS OF EVALUATION** are required for tenure and promotion review.

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

   B. External reviewers must be selected by the Primary Unit and chosen to avoid any known or apparent biases, either positive or negative.

   C. Candidates may not select their own external reviewers, but may recommend names to the primary unit.

   D. Please make every effort to ensure that your external reviewers answer the question as to whether or not the candidate would be reappointed, promoted, or receive tenure at their institution.

   E. 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.

   F. 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 (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).

13. ONE COPY OF YOUR UNIT’S POLICY AND PROCEDURES DOCUMENT ON REVIEW FOR 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 1022, 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.pdf.

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.

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, at 303.492.5491, 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 level 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.