**\*Expedited Review Checklist for Reappointment**

# College of Arts & Sciences

Senior Instructors / Teaching Associate Professors / Clinical Associate Professors

Principal Instructors / Teaching Professors / Clinical Professors

**Submit (1) ELECTRONICALLY-FORMATTED (PDF) DOSSIER PER FACULTY CANDIDATE**

**PLEASE PLACE THIS SHEET AS FIRST PAGE IN DOSSIER**

**\*Not available for faculty on a 5-year contract**

Faculty Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current FTE %:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Split appointment?\_\_\_\_YES \_\_\_\_NO (If YES, MOU that accompanied initial offer letter must be attached. When required by the original MOU, a dossier must be submitted by both units.)

This a petition for: \_\_\_\_\_ • Reappointment for three years (standard)

\_\_\_\_\_ • Reappointment for five years (eligible faculty only)

\_\_\_\_\_ • Reappointment for\_\_\_\_ years (exceptional cases, with Dean’s approval)

***(Every checked item above must be discussed in the PUEC report and Chair/Director letter)***

\_\_\_\_\_\_1. Chair/Director Letter of unit Evaluation and Recommendation.

One to two pages is sufficient.

*(Copy to be given to candidate by department.)*

This must include:

1. Specific department vote regarding reappointment and votes in each category of the evaluation formula (e.g., teaching and service).
2. Information on the percent time of the appointment and the evaluation formula (teaching and service percentages) during the period of review.
3. Information on where other work for this appointment will be done if outside the unit, including a separate statement from the Chair/Director from the other unit(s) regarding reappointment.
4. Evidence that the teaching professor meets long-term teaching needs of the department that cannot be met by other faculty members. To establish this, the department will submit evidence demonstrating that the teaching need met by the Teaching Professor will continue for the period of reappointment.

\_\_\_\_\_\_2. Statement of Primary Unit Evaluation Committee – if applicable

*(Copy to be given to candidate by department.)*

\_\_\_\_\_\_3. Current vita

\_\_\_\_\_\_4. Multiple Measures of Teaching (**three** measures required):

1. FCQ Summary from the web: <https://www.colorado.edu/fcq/boulder-fcq-results> (required)
2. FCQs (including student comments) from each course since last reappointment review or hire, whichever period of time is less (required)
3. **PLUS ONE OR MORE** of the following:
4. Peer reviews of teaching. Peer reviews are highly encouraged, including reviews of multiple courses over multiple semesters.
5. \*\*Report of class interviews.
6. \*\*Letters from **randomly** solicited students. Include method of solicitation (copy of the email or letter\*), and how students were selected.

**\***[**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.**

\_\_\_\_\_\_5. Merit Review score sheets (and comments, if available) from the previous three years.

\_\_\_\_\_\_6. Primary Unit Policies and Procedures for reappointment and promotion of

Teaching/Clinical Faculty – note that this must include approved criteria for reappointment and promotion of Teaching (Non-Tenure-Track) /Clinical faculty. Units may use the default criteria posted here if the unit does not have its own: <https://www.colorado.edu/asfacultystaff/personnel/policies-procedures/reappoint-promote-tenure/non-tt/guidelines>

\_\_\_\_\_\_7. The candidate and/or department may include additional materials if desired.

# Please place the “Expedited Review Checklist for Reappointment" in front of the main dossier and review its contents carefully to be sure it is complete. Incomplete dossiers cannot go forward.

**\*\* SUPPLEMENTAL DOSSIER: 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.**

*Revised 07-24-25*