# Reappointment / Promotion Checklist for Teaching / Clinical Faculty

# College of Arts & Sciences

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

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

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)

*(check all that apply)*

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

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

\_\_\_\_\_ • Promotion to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ • FTE % change request to \_\_\_\_\_\_\_\_\_\_\_%

\_\_\_\_\_ • proportion % change in teaching, service, and/or research/creative work

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

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

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

This must include:

1. Specific department vote regarding reappointment and/or promotion 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. Description and evaluation of service contributions in terms of quality and time commitment.
5. 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

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

\_\_\_\_\_\_3. Copy of Chair’s and PUEC Letters from previous review cycle if appropriate.

\_\_\_\_\_\_4. Current vita

\_\_\_\_\_\_5. Teaching Statement by Instructor. One to three pages is sufficient.

\_\_\_\_\_\_6. Service Statement by Instructor. One to three pages is sufficient.

\_\_\_\_\_\_7. Research/Creative Work Statement by Instructor (if applicable). One to three pages is sufficient.

\_\_\_\_\_\_8. Multiple Measures of Teaching (**four** measures are required):

1. FCQ Summary from the web: <https://www.colorado.edu/fcq/boulder-fcq-results> (required)
2. FCQs (with student comments) from each course since last reappointment review or hire, whichever period of time is less (required)
3. **PLUS TWO OR MORE** of the following:

## Peer reviews of teaching. Peer reviews are highly encouraged, including reviews of multiple courses over multiple semesters.

### \*\*Report of class interviews

#### \*\*Letters from **randomly** solicited students. Include method of solicitation (copy of the email or letter\*), and how students were selected

1. Other materials as defined by the candidate or unit. If exams or syllabi are used as a measure, an evaluation of the materials by the PUEC is to be included.

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

\_\_\_\_\_\_9. 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>

\_\_\_\_\_\_10. The candidate and/or department may include additional materials if desired.

\_\_\_\_\_\_11. \*\*For promotion cases, 1-3 letters for promotion to Teaching/Clinical Associate Professor;

3-6 letters for promotion to Teaching/Clinical Professor (at least 1 letter should come from another campus unit)

\_\_\_\_\_\_12. \*\*For promotion cases, one copy of letter soliciting letters of evaluation of the

Teaching/Clinical faculty member

# Please place the “Reappointment / Promotion Checklist for Teaching / Clinical Faculty" 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*