

College of Arts and Sciences

Reappointment / Promotion Checklist for Teaching / Clinical Faculty

Faculty Name: _____ Unit: _____

Current Rank: _____ Years in Rank: _____ (from Fall ☐ Spring ☐ AY20 _____)

Current FTE %: _____
If FTE% varied during review period, detail in chair/director letter.

Split appointment? ☐ Yes ☐ No (If Yes, attach MOU.
When required, dossier must be submitted by both units.)

Annual Merit Formula _____ % Teaching _____ % Service _____ % Scholarly/Creative Work (if applicable)
If annual merit formula % varied during review period, detail in chair/director letter.

Petition for: (check all that apply)

- ☐ Reappointment for 3 years (standard)
- ☐ Reappointment for 5 years – if eligible (current Associate Teaching Prof & higher – see: [A&S 5-Year Contracts](#))
- ☐ Reappointment for _____ years – with Dean's approval (e.g., <3 years)
- ☐ *Promotion to _____
- ☐ FTE % change request to _____ %
- ☐ Proportion % change to: _____ % Teaching _____ % Service _____ % Scholarly/Creative Work (new Merit Formula)

Prepared by faculty candidate:

- ☐ 1. Current CV
- ☐ 2. Teaching Statement (1-page min.; 1500-word max.)
- ☐ 3. Leadership & Service Statement (1-page min.; 1500-word max.)
- ☐ 4. Creative/Scholarly Work Statement (if applicable; 1-page min.; 1500-word max.)

The candidate and/or unit may include **additional materials** if desired. See #6 below.

Prepared by unit:

- ☐ 1. **Chair/Director Letter** of unit evaluation and recommendation (unit provides copy to faculty candidate)

The letter must include:

- A. The specific unit vote on reappointment and/or promotion, as well as applicable votes in each category of the evaluation formula (e.g., teaching and service). See [ballot templates available here](#).
- B. The percent time of the appointment and the evaluation formula (e.g., teaching and service percentages) for the period of review.
- C. Information on where other work for this appointment will be performed, if outside the unit, including a separate statement regarding the reappointment from the other unit's Chair/Director.
- D. Description and evaluation of service and teaching contributions (and scholarly/creative work if part of annual merit formula) in terms of quality and time commitment.
- E. Evidence that the teaching professor meets long-term teaching needs of the unit that cannot be met by other faculty. To establish this, the unit will submit evidence demonstrating the teaching need met by the teaching professor will continue for the period of reappointment.

- ☐ 2. **Primary Unit Evaluation Committee (PUEC) Report** (*unit provides copy to faculty candidate*)
- 1) an introductory PUEC Summary paragraph that provides relevant details about the faculty member's:
 - Start Date at CU as Assistant Teaching Professor (or higher rank),
 - Start Date of current appointment contract,
 - Start Date of most recent promotion (if applicable),
 - years of credit approved by the Dean (if applicable),
 - degrees, experience, expertise, etc.
 - 2) a description of the review process;
 - 3) substantive descriptions and evaluations of the faculty member's (a) Teaching, and (b) Service/Leadership, if applicable, as well as any other portions of the faculty member's annual merit formula;
 - 4) An evaluation of the demonstration of the faculty member's continued currency in the field, which should be based on evidence (e.g., curricular updates, professional development activities, presentations in areas of expertise, etc.) in the dossier.
- ☐ 3. **Copies of prior cycle's reappointment and/or promotion Chair/Director Letter and PUEC Report** (from regular reappointment/promotion) **and Dean's letter** (if any).
- ☐ 4. **MMTs (Multiple Measures of Teaching) – Four (4) MMTs are required:**
- A. [FCQ Summary](#) from the web (*required*)
 - B. **FCQs (with student comments) from each course** since last reappointment review or hire, whichever period of time is less (*required*)
 - C. **PLUS TWO (2) OR MORE** of the following****:
 - i. Peer reviews of teaching (preferably multiple peer reviews). Peer reviews, including reviews of multiple courses over multiple semesters, are highly encouraged.
 - ii. **Report of class interviews (preferably from multiple classes)
 - iii. **Letters from **randomly** solicited students across classes, or **all** students in a sample of classes.
*Include copy of ***solicitation email/letter, and how students were selected.*
- ****These materials are confidential and should comprise the "supplemental dossier," which is a *separate* PDF submitted along with the dossier. Student names should be redacted from each letter/class interview.
- *** [Use this suggested template for soliciting student feedback](#) and modify as appropriate for the specific personnel process.
- ****For Fall 2026 dossiers, units may use Additional Materials (Section 6.) as one of the required MMTs.
- ☐ 5. **Primary Unit Policies and Procedures** for reappointment and promotion of Teaching / Clinical Faculty. **Note:** this must include approved criteria for reappointment and promotion of Teaching (non-TT) / Clinical faculty; criteria for TTT faculty are not acceptable. Units may use the [criteria posted here](#) if the unit does not have its own.
- ☐ 6. **Additional Materials.** The faculty candidate and/or unit may include additional materials. If added by the unit, they should be consistent with unit bylaws, guidelines, or practice. Materials should be selective, with a suggested length of <20 pages. If other materials are included, an evaluation by the PUEC is to be included in their report.
- ☐ 7. For promotions, additional ****letters which evaluate the faculty candidate** with respect to the criteria for promotion to the desired rank:
- minimum of 1-3 letters for promotion to Teaching/Clinical Associate Professor;
 - minimum of 3-6 letters for promotion to Teaching/Clinical Professor (at least 1 letter should come from another academic unit).
- Note:* Letters that are insufficiently detailed or of poor quality should be supplemented (not replaced) with additional letters. Place all external review letters in the supplement to the dossier.
- ☐ 8. For promotions, ****one copy of the letter soliciting letters of evaluation** (place in supplement). Please use the [A&S letter template](#) to solicit letters of evaluation.

Place the completed **Reappointment / Promotion Checklist for Teaching / Clinical Faculty** in front, as the dossier's first page, and review the dossier's contents carefully prior to submission to ensure completion. Incomplete dossiers cannot move forward for review.

*Typically, promotion to **Associate Teaching Professor** requires at least **6 years** in rank at the time of review, and promotion to **Teaching Professor** requires at least **3 years** in rank at the time of review.

****SUPPLEMENTAL DOSSIER: Student letters / class interviews** (4.ii, 4.iii) and the **letters of evaluation** (7.) are **confidential** materials and comprise the "supplemental dossier," which is a *separate* PDF submitted with the main dossier. Student names should be redacted from each letter / interview. Also include in the supplement the (8.) copy of the letter soliciting the letters of evaluation.