

CMCI Faculty Affairs

Processes and Timelines: Personnel Actions

Tenured / Tenure-Track (T/TT)

Reappointment/Comprehensive Review, Tenure, and Promotion of Tenure rank faculty

For comprehensive University policies and procedures refer to:

<https://www.colorado.edu/facultyaffairs/career-milestones/reappointment-promotion-and-tenure/reappointment-tenure-and-promotion>

The CMCI college level review processes for the reappointment/comprehensive review, tenure, and promotion of tenure rank faculty differ only with regard to timeline. In all cases, the following steps are required:

1. Prior to the start of the Academic Year (AY) of review, CMCI Faculty Affairs will create an electronic dossier folder for each candidate containing only the VCAC checklist. The folder will be maintained on the CMCI Faculty Affairs Microsoft Office 365 One Drive. Each folder will be shared with the appropriate department administrator(s), Chair and PUEC and will be accessible only with IdentiKey authentication. The administrator(s) will be responsible for uploading all VCAC required dossier materials to the folder, applying the appropriate naming convention to each document (see appendix 1 below).
2. When the unit has completed its review, the administrator will upload the "Statement of the PUEC" and the "Chair's Report" to the dossier folder and notify CMCI Faculty Affairs at cmcifacultyaffairs@colorado.edu that the dossier is ready for advancement to the next level of review.
 - a. At this time, the Chair should independently provide the candidate with a copy of each letter.
3. CMCI Faculty Affairs will provide dossier access to the members of the CMCI Personnel Committee (PC) for review.
4. Upon completion of their review, the PC will deliver its "Statement of the Dean's Review Committee" to CMCI Faculty Affairs for inclusion in the dossier and distribution to the department Chair and candidate.
5. CMCI Faculty Affairs will provide dossier access to the Dean for review.
6. Upon completion of her review, the Dean will deliver the "Dean's Recommendation" to CMCI Faculty Affairs for inclusion in the dossier and distribution to the department Chair and candidate.
7. CMCI Faculty Affairs will prepare and submit the electronic dossier to the CUB Office of Faculty Affairs (OFA).
8. CMCI will transfer the electronic dossier to the faculty file in the College record and will delete the One Drive dossier folder.

Hire with Tenure

This is an infrequent review which is necessary only when hiring tenured faculty from a different institution with the intention of awarding tenure at CU upon appointment. While similar in some details to those above, this process differs in some important regards. Below are the steps in the CMCI College review process. See also Appendix 2.

1. Having conducted a job search and selected potential candidates from the pool of applicants, the unit search committee submits CVs of those potential candidates to the PC for an abbreviated review. The purpose of this review is for the PC to provide a preliminary indication as to whether they would expect to be able to provide a positive recommendation to the Dean on the award of tenure to the selected candidates before the search committee invests resources in recruitment. *CVs should be submitted to the PC by mid-January and the PC should provide feedback by early February to ensure that OFA deadlines can be met.*
2. Having received the PC's preliminary feedback, the unit proceeds with its recruitment efforts, bringing the finalists to campus for a visit and interviews with the unit, arranging an interview with the Dean for each candidate, etc.
3. Once the unit has selected its candidate, it verifies the details of the offer through CMCI Faculty Affairs before extending a verbal offer to the candidate. Verification involves confirming that the details of the offer coincide with those approved on the Recruitment Authorization Form (RAF), and any additional communications, as necessary.
4. Once a verbal offer has been made and accepted by the candidate, the unit should inform CMCI Faculty Affairs.
5. CMCI Faculty Affairs will create an electronic dossier folder for the candidate, as above. The folder will be shared with the unit admin, the chair, and the eligible voting faculty of the unit. The unit admin will collect all necessary dossier materials using the "Hires with Tenure" VCAC checklist and upload them to the folder. Note that there is no requirement for a PUEC in hire w/ tenure cases. Instead, all departmental faculty eligible to vote on the case, i.e., at or above the rank being considered, will review the dossier and vote on whether the candidate should be awarded tenure. This vote should be broken down into research, teaching, and service, as it would be for any standard tenure review. There must be a minimum of five votes cast. If the department does not have five eligible voting members, faculty from other departments should be included in the review, with the approval of the Dean.
6. The Chair will provide a report of the department proceedings and vote, as well as a justification for appointment with tenure. Once these two letters have been included in the electronic dossier, the administrator should notify CMCI Faculty Affairs that the unit review is complete.
 - a. At this time, the Chair should independently provide the candidate with a copy of each letter. The unit level review should be completed by March 1.
7. CMCI Faculty Affairs will provide dossier access to the members of the CMCI Personnel Committee (PC) for review.

8. Upon completion of their review, the PC will deliver its “Statement of the Dean’s Review Committee” to CMCI Faculty Affairs for inclusion in the dossier and distribution to the department Chair and candidate.
9. CMCI Faculty Affairs will provide dossier access to the Dean for review.
10. Upon completion of her review, the Dean will deliver the “Dean’s Recommendation” to CMCI Faculty Affairs for inclusion in the dossier and distribution to the department Chair and candidate.
11. CMCI Faculty Affairs will prepare and submit the electronic dossier to the CUB Office of Faculty Affairs (OFA).

Post Tenure Review

For comprehensive University policies and procedures refer to:

<https://www.colorado.edu/facultyaffairs/career-milestones/post-tenure-review>

1. Prior to the start of the Academic Year (AY) of review, CMCI Faculty Affairs will create an electronic dossier folder for each reviewee. Each folder will be shared with the appropriate department administrator(s), Chair and Post Tenure Review Committee.
2. The administrator will be responsible for uploading all required documents to the folder.
3. When the unit has completed its review, the administrator will upload the Post Tenure Review Committee report and notify CMCI Faculty Affairs at cmcifacultyaffairs@colorado.edu that the review is complete.
4. CMCI Faculty Affairs will provide the report to the Dean for review and summary to the Provost.

Non Tenure-Track (NTT)

Instructor Reappointment and/or Promotion

For comprehensive University policies and procedures refer to:

<https://www.colorado.edu/facultyaffairs/career-milestones/reappointment-promotion-and-tenure/reappointment-instructor-rank-faculty>

1. Prior to the start of the Academic Year (AY) of review, CMCI Faculty Affairs will create an electronic dossier folder for each Instructor Reappointment case. Each folder will be shared with the appropriate department administrator(s), Chair and PUEC. Dossier materials vary by department according to their “Reappointment, Promotion and Tenure” policy documents. The administrator will be responsible for identifying, collecting and uploading all necessary materials to the folder. At a minimum, the dossier must include the report of the Chair on the unit’s vote and the statement of the PUEC.

2. When the unit has completed its review, the administrator will upload the “Statement of the PUEC” and the “Chair’s Report” to the dossier folder and notify CMCI Faculty Affairs at cmCIFacultyaffairs@colorado.edu that the dossier is ready for advancement to the next level of review.
 - a. At this time, the Chair should independently provide the candidate with a copy of each letter.
3. CMCI Faculty Affairs will provide dossier access to the Dean for review.
4. Upon completion of her review, the Dean will provide her notification letter to the reviewee and the Chair.
5. CMCI Faculty Affairs will work with the department administrator to draft and process the reappointment/promotion offer letter prior to the end of the academic year of review.

Teaching Professor

The College process for the review of Teaching Professor cases is identical to the process described above for Tenured / Tenure-Track cases.

Timeline

Reappointment/Comprehensive Review

1. October 15 Due to PC
2. November 15 Due to Dean
3. January 1 Due to OFA

Promotion to Associate and Tenure

1. November 15 Due to PC
2. December 15 Due to Dean
3. February 1 Due to OFA

Promotion to Full

1. December 15 Due to PC
2. January 15 Due to Dean
3. March 1 Due to OFA

Post Tenure Review

1. May 1 Due to Dean

Hire with Tenure

1. March 1 Due to PC
2. April 1 Due to Dean
3. May 1 Due to OFA

Instructor Reappointment / Promotion

1. October 31 Reappointment dossier due to Dean
2. December 20 Instructors are notified of reappointment status
3. March 15 Reappointment offer letter drafts due to CMCI Faculty Affairs

Teaching Professor

1. January 1 Due to dean's office
2. January 5 Due to PC
3. February 1 Due to Dean
4. February 15 Due to OFA

Sabbaticals

For comprehensive University policies, procedures and application materials, refer to:

<https://www.colorado.edu/facultyaffairs/career-milestones/leaves-and-sabbaticals/sabbaticals>

Eligibility

A tenured member of faculty is eligible for sabbatical after completion of six years, i.e., twelve semesters, of service to the University of Colorado. In other words, she is eligible to take sabbatical as early as the first semester of her seventh year, i.e., the thirteenth semester of service to the University of Colorado. Note that “years of continuous service” include pre-tenured service as tenure-track faculty.

Application

1. The applicant must coordinate with her Chair to identify the date and duration of the sabbatical.
2. Applications for sabbaticals beginning in Fall must be approved by the Chair and submitted to the Dean for approval by the preceding January 15.
3. The Dean will advance all approved applications for Fall sabbaticals to OFA for review and approval by February 1.
4. Applications for Spring sabbaticals must be approved by the Chair and submitted to the Dean by the preceding March 15. The Dean must advance approved applications for Spring sabbaticals to OFA by April 1.

Reporting

1. During the first semester upon return from sabbatical, the faculty member must provide a report to her Chair and to the Dean of her accomplishments during the sabbatical.
2. All sabbatical reports must be filed with the Dean’s office by October 15 of the academic year following the sabbatical.
3. The Dean files a summary report of all AY sabbaticals with OFA by November 1.

Appendix 1:

Electronic Dossier Naming Conventions: VCAC Checklist Items

- 01_DeansRec_[candidate's last name]
- 02_DeansReviewCom_[candidate's last name]
- 03_ChairReport_[candidate's last name]
- 03_DirReport_[candidate's last name]
- 04_PUECReport_[candidate's last name]
- 05_CV_[candidate's last name]
- 06_Research_[candidate's last name]
- 07_Teaching_[candidate's last name]
- 08_Service_[candidate's last name]
- 09_CompReviewLetter_Dean_[candidate's last name]
- 09_CompReviewLetter_DeansReviewCom_[candidate's last name]
- 09_CompReviewLetter_VCAC_[candidate's last name]
- 10a_FCQInstrSum_[candidate's last name]
- 10b_FCQCourseSum_[candidate's last name]
- 10c_[category of measure, e.g., PeerReview]_[identifiers for category, e.g., last name of peer reviewer / date of review]_[candidate's last name]
- 11_ExtLetterSolicitation_[candidate's last name]
- 12_ExtLetter_[author's last name]_[candidate's last name]
- 12_ExtReviewerKey_[candidate's last name]
- 13_UnitPolicyDocument
- 14_Publication_[title]_[candidate's last name]

Appendix 2:

Boulder Campus Policy on Hires with Tenure

It is sometimes desirable and necessary to make hires with tenure in order to bring qualified senior faculty into a unit. In most cases, faculty hired with tenure will have received tenure at another institution and will thus have gone through a thorough review of their teaching, scholarly/creative work, and service. Given that fact, given the generally held policy that universities respect tenure granted by other institutions, and given the need in many such cases to move quickly so as to be able to recruit the faculty member, an individual being hired with tenure does not need to be subjected to the identical review procedures as a candidate for tenure; such hires are not “candidates” for tenure, since they already have tenure. It is the practice of the Boulder campus to handle such cases in the following manner. When a search results in a decision by a unit to hire an individual with tenure, that unit should conduct a review for tenure. That recommendation is sent to the dean for her/his approval. After the review by the dean’s advisory committee and assuming the dean agrees with the recommended hire, the case is sent to The Vice Chancellor’s Advisory Committee (VCAC) for review. The items required for VCAC’s review are outlined on the VCAC Checklist for Appointments (Hires) with Tenure at http://www.colorado.edu/facultyaffairs/sites/default/files/attached-files/vcac_checklist_appointmentshires_with_tenure_9_2015_remediated.pdf. VCAC reviews the case and makes its recommendation to the Provost and the Chancellor; the case ultimately goes to the Board of Regents.

Most importantly, three or more letters of recommendation may be used as the external letters of support. However, if the person is being hired for an administrative position, where the letters of recommendation address administrative abilities, and if this person is asking for tenure in an academic department, then we do need letters that address the individual’s scholarly accomplishments not just his or her skills as an administrator.

If a hire is to be made with tenure to an individual who has **not** received tenure at another institution, then the University of Colorado Boulder should initiate a standard tenure review process under its policies and procedures. It is important to make a distinction between those who have received tenure elsewhere and who will be handled by the procedure above and those who have not yet received tenure and who are therefore still “candidates” for tenure who must undergo a full review. This will include the unit requesting at least six letters for external reviewers through its normal process.

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

Candidate's Name

School/Department

Hire with Tenure
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 three; 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

SEE FOLLOWING PAGE (below) FOR DESCRIPTION OF VCAC CHECKLIST REQUIREMENTS

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.