

Bookmarks for Electronic Faculty Personnel Review Dossiers
Comprehensive Review, Promotion and Tenure, and Promotion to Full Professor Cases
Prepared by Carolyn Tir, Office of Faculty Affairs, and updated 12/20/2021

The Office of Faculty Affairs is excited to partner with you to take tenured/tenure-track faculty personnel review dossiers to a full electronic process. It would help the VCAC for each dossier to have consistent organization and the same naming conventions, so we are providing a guide for the bookmarks. Thank you in advance for your collaboration on this new initiative.

Please name the files as follows and put them in the following order in the electronic file. The names and order of the bookmarks may not be the same as what is on the VCAC checklist. Please do not number the bookmarks.

Candidate CV

Dean's Recommendation Letter

Statement of Dean's Review Committee

Chair's Report

Institute Director's Letter *(if applicable; most cases will not have this)*

PUEC Statement

Faculty Statement on Scholarly and Creative Work (formerly research and creative work)*

Faculty Statement on Teaching (Librarianship for faculty in the University Libraries)

Faculty Statement on Leadership and Service (formerly leadership and service)*

Comprehensive Review Letters** *(please include the letters from the dean's review committee, dean, and VCAC; they do not need to be individually bookmarked)*

For the multiple measures of teaching, please break them down according to type and label as follows:

MMT: FCQ Instructor Summaries

MMT: FCQ Course Summaries

MMT: Peer Evaluations of Teaching

MMT: Randomly Solicited Letters from Students

MMT: Randomly Solicited Letters from Advisees 

MMT: Class Interviews

You may add additional types of MMTs. A minimum of three MMTs is required, one of which must be the FCQs (Instructor and Course Summaries). Please label the MMTs according to the above format.

External Reviewer Solicitation Letter***

External Reviewer Key***

External Letters*** *label them as they are labeled in the dossier, with a letter or a number:*

External Letter A or 1

External Letter B or 2

External Letter C or 3

External Letter D or 4

External Letter E or 5

External Letter F or 6 *and so on... there must be a minimum of six external letters*

*Please put the **external letter writer CVs** immediately after the corresponding letter, and label them as follows: External Reviewer A or 1 CV, and so on and so forth*

Primary Unit Policies and Procedures

Sample Publications *(insert the number of publications here, for example, Sample Publications (3))*

**Per updates made to APS 1022 taking effect July 1, 2020, Research and Creative Work has been changed to Scholarly and Creative work, and Service has been changed to Leadership and Service*

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***Comprehensive Review Letters are required for Tenure cases only (not Comp Review or Promotion to Full Professor)*

****External Letters and all associated documents (solicitation letter, key, and reviewer CVs) are required for Tenure and Promotion to Full Professor cases only (not Comp Review)*

Please submit the electronic dossiers to Carolyn Tir (carolyn.tir@colorado.edu) via the campus large file transfer service at the following link:

<https://filetransfer.colorado.edu/>