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**VCAC CHECKLIST**

Use for Appointments (Hires) with Tenure

Please Place in Front of Dossier**\***

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| Candidate’s Name: | Department/Primary Unit: |
| □ Hire with Tenure as Associate Professor | □ Hire with Tenure as Full Professor |
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|  | **1. Candidate’s Curriculum Vitae** |
|  | **2. Dean's Recommendation\*\*(minimum 500 words)**  Deans should offer their independent assessment of the scholarly and creative work, teaching/librarianship, and leadership and service records, based on the primary unit criteria for reappointment, tenure, and promotion. This letter should also provide the dean’s recommendation with clear and substantive justifications, referring to the Primary Unit Summary paragraph rather than repeating the candidate’s specific biographical facts and details such as education and past academic experience that already were included in the Statement of Primary Unit. |
|  | **3. Dean's Review Committee (DRC) Recommendation\*\* (minimum 500 words)**  The DRC should offer its independent assessment of the scholarly and creative work, teaching/librarianship, and leadership and service records, based on the primary unit criteria for reappointment, tenure, and promotion. This report should also provide a recommendation with clear and substantive justifications, and report the DRC vote (with explanation for any dissenting votes and for differences between the committee and the primary unit, if any), referring to the Primary Unit Summary paragraph rather than repeating the candidate’s specific biographical facts and details such as education and past academic experience, that already were included in the Statement of Primary Unit. If the candidate is being hired at the associate professor rank, please include votes in each of the areas of scholarly and creative work, teaching, and leadership and service in addition to the vote on appointment (hire) with tenure. |
|  | **4. Statement of Primary Unit\*\* (add Institute Director’s letter for institute-rostered candidates)**  This key comprehensive statement, authored by the primary unit chair, should report on the vote taken by the primary unit, including the number of votes taken, and provide the department’s recommendation with clear and substantive justifications for appointment at the particular rank. If the candidate is being hired at the associate professor rank, please include votes in each of the areas of scholarly and creative work, teaching, and leadership and service in addition to the vote on appointment (hire) with tenure. (Note: Minimum size of the voting membership of the primary unit is five. In small units without five eligible voting members, the dean’s office must be consulted regarding supplementation of the primary unit for purposes of the review.) If the faculty member is rostered in an institute, the institute director also should provide a letter with input on appointment at the particular rank, as specified in the MOU put in place at hire. The institute’s role here is not to vote on the candidate’s appointment at a particular rank, but to provide input to the tenure home department, which conducts the primary unit vote. *The statement should also include the following:* 1) an introductory Primary Unit Summary paragraph that provides relevant details about the faculty member (e.g., degrees, experience, scholarly and creative expertise, etc.); 2) a description of the (a) Scholarly and Creative Work, (b) Teaching, and (c) Leadership and Service of the candidate, and how those characteristics meet or exceed the unit’s criteria for the tenured rank being considered; 3) an explanation for any dissenting opinion as expressed in the vote. Please include a description of the review and voting process that was followed. |
|  | **5a. Evidence of Teaching Competence**  Please include a summary of the materials the primary unit consulted to reach its conclusion that the candidate’s recent teaching performance meets the standards for a tenured faculty member at the University of Colorado Boulder.  **5b. Faculty Statements on Scholarly and Creative Work, Teaching, and Leadership and Service\*\*\***  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 scholarly and creative work, teaching, and leadership and service. These narratives, usually a maximum of 1,500 words each, are an opportunity for the candidate to speak directly to the review committee members, highlighting their major contributions in all three areas. |
|  | **6. External Letters of Evaluation**  Please include the external letters that the primary unit considered in reaching the conclusion that the candidate is accomplished to the level of an appointment with tenure at CU Boulder. A minimum of three letters is required for lateral hires. 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 are required (along with an accompanying external reviewer key), because a full review for tenure and/or promotion must be conducted.**\*\*\*\*** |
|  | **7. Primary Unit Criteria**  This document describes the policies, 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 1022: Standards, Processes and Procedures for Reappointment, Tenure, Promotion, and Post-Tenure Review](https://www.cu.edu/ope/aps/1022). |
|  | **8. Memorandum of Understanding that accompanied initial offer letter**  This document is only for faculty members rostered in a unit outside of the tenure home department, such as the museum or an institute. |
|  | **9. Examples of Publications/Creative Work (3 only)** |
|  | Three representative examples of scholarly and creative work are sufficient. When photographs, recordings, or other multimedia works are appropriate records of scholarly or creative work, candidates should submit examples. |
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**ADDITIONAL INFORMATION**

* Please place the VCAC Checklist in front of the dossier and review its contents carefully to be sure it is complete. Incomplete dossiers cannot go forward to the VCAC.
* Candidates are allowed to add items to their dossier up until the end of the review process.
* Once the VCAC makes a recommendation on a personnel case, the dossier, which includes a voting history from each review body, is forwarded to the Provost and Chancellor for their evaluation and recommendation. For appointment (hire) tenure cases, 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 and usually votes on appointment (hire) with tenure cases at its August meeting.

***\*****The dossier must be complete prior to being submitted to the Office of Faculty Affairs for VCAC review.*

***\*\*****Where there is a disagreement in the recommendation between these 3 reviews (dean, DRC, & primary unit), the case returns to the prior reviewer for reconsideration and revote. Include a letter describing the outcome of the reconsideration and revote. If there remains a disagreement between review levels, the case proceeds forward; reconsiderations in the 1st Level of Review are required only once.*

***\*\*\*****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/or promotion must be conducted.*

***\*\*\*\**** *For 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, please note that the external review letters, including an accompanying external reviewer key, are confidential materials and should comprise the “Supplement to the Dossier,” which is a separate PDF submitted along with the main dossier. The supplemental dossier does not apply to candidates whose hires are lateral, that is, at the tenured rank they already hold elsewhere.*