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## 049 UCB

## Boulder Campus Policy on Appointments (Hires) with Tenure

**I**. **Purpose**

The purpose of this policy is to provide University of Colorado Boulder (“CU Boulder”) academic units with a set of guidelines and practices for the appointment, or hire, of a faculty member with tenure.

It is sometimes desirable and necessary to offer an appointment with tenure in order to bring qualified senior faculty into an academic unit. In most cases, faculty offered an appointment with tenure will have received tenure at another institution and will thus already have gone through a thorough review of their scholarly and creative work, teaching, and leadership and service. Given that fact and the generally held policy that universities respect tenure granted by peer institutions, as well as the need in many such cases to move quickly so as to able to recruit the faculty member, an individual being offered an appointment with tenure does not need to undergo the same review procedures as a “candidate for tenure;” such hires are not “candidates” for tenure, since they already hold tenure.

**II**. **Policy**

It is the practice of the Boulder campus to handle cases of appointment (hire) with tenure in the following manner. When a search results in a decision by an academic unit to make an offer of an appointment with tenure, that unit should conduct an expedited review for tenure (please see page 2 of this document for an explanation of the process). The unit’s recommendation is sent to the dean’s review committee and the dean for review. After the review by the dean’s review committee and the dean - and assuming they agree with the recommended hire - the case is sent to the Vice Chancellor’s Advisory Committee (VCAC) for review. The items required for the VCAC’s review are outlined on the VCAC Checklist for Appointments (Hires) with Tenure on the next page (page 2 of this document).

The VCAC reviews the case and makes its recommendation to the Provost and the Chancellor; after the Provost and the Chancellor grant their approval, the case ultimately goes to the Board of Regents for final approval.

Due to the expedited review process, only three external letters of evaluation are required. These letters may be the recommendation letters the candidate submitted with their application for the position. However, if the person is being hired for an administrative position, where the letters of recommendation address administrative abilities only, then a minimum of three additional letters must be provided addressing the individual’s scholarly accomplishments.

If an offer of appointment with tenure is to be made to an individual who has *not* received tenure at another institution, then the University of Colorado Boulder should initiate a full tenure review process under its policies and procedures. It is important to make a distinction between those who have received tenure elsewhere who will be handled by the expedited procedure described above and those who have not yet received tenure who are therefore still “candidates” for tenure and must undergo a full review. This will include the unit requesting at least six letters from external reviewers through its standard process. Please see the items marked with an asterisk on the Appointment (Hire) with Tenure Checklist (page 2 of this document) for a description of the additional required documentation.

**VCAC CHECKLIST**

Please Place in Front of Dossier

Use for: Appointments (Hires) with Tenure

Candidate's Name

Department and College/School

|  |  |
| --- | --- |
| □ Hire with Tenure as Associate Professor | □ Hire with Tenure as Full Professor |

Please compile the below items into one bookmarked pdf dossier. Please submit the pdf dossier electronically to Carolyn Tir ([carolyn.tir@colorado.edu](mailto:carolyn.tir@colorado.edu)) via the campus large file transfer service available here: <https://filetransfer.colorado.edu/courier/web/1000@/wmLogin.html?>

1. Dean's Recommendation

\_\_\_\_\_ 2. Statement of Dean’s Review Committee

\_\_\_\_\_ 3. Statement of Primary Unit

4. Current Curriculum Vitae

5. Evidence of Teaching Competence

Faculty Statements on Scholarly and Creative Work, Teaching, and Leadership and Service\*

\_\_\_\_\_ 6. External Letters of Evaluation

(Minimum of 3; the letters may be the recommendation letters submitted by the candidate with their application for the position. In certain cases, six external letters should be collected.\*)

7. Primary Unit Policies and Procedures

8. 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/or promotion must be conducted.

**See the following page for description of VCAC checklist requirements.**

**The dossier must be complete prior to the dossier being submitted to VCAC for review.**

**DESCRIPTION OF VCAC CHECKLIST REQUIREMENTS**

**For Appointments (Hires) with Tenure**

1. DEAN’S RECOMMENDATION.Deans are encouraged to offer their independent assessment of the scholarly and creative work, teaching, and leadership and service record of the candidate, and summarize how the candidate meets or exceeds the unit’s criteria for an appointment with tenure.
2. STATEMENT OF DEAN'S REVIEW COMMITTEE. 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 scholarly and creative work, teaching, and leadership and service in addition to the vote on appointment (hire) with tenure. The Dean’s Review Committee must have at least three voting members.
3. STATEMENT OF PRIMARY UNIT. This comprehensive statement should include 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. 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 scholarly and creative work, teaching, and leadership and service in addition to the vote on appointment (hire) with tenure.
4. CURRENT CURRICULUM VITAE.
5. 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 faculty member 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 scholarly and creative work, teaching, and leadership 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 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 deserves an appointment with tenure at CU Boulder. 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 because a full review for tenure and/or promotion must be conducted.
7. PRIMARY UNIT POLICIES AND PROCEDURES. 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. EXAMPLES OF PUBLICATIONS. In most cases, three representative examples of scholarly and creative work are sufficient. When photographs or audio/video recordings are the appropriate record of scholarly and creative work, candidates should submit these types of example.

Please place the VCAC Checklist in front of the dossier and review each dossier carefully to be sure that it is complete.

If a candidate wishes to review their dossier once it has been submitted to the VCAC, please contact Carolyn Tir ([carolyn.tir@colorado.edu](mailto:carolyn.tir@colorado.edu)) in the Office of Faculty Affairs 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 final 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 to award tenure.