**REVIEWER GUIDANCE FOR CHANCELLOR’S POSTDOCTORAL FELLOWSHIP**

Per the program [guidelines](https://www.colorado.edu/postdoctoralaffairs/current-postdocs/chancellors-postdoctoral-fellowship-diversity-program), applications are reviewed in three stages and candidates are assessed according to academic accomplishments, personal statements, recommendation letters, prospective scholarly contributions and the potential for a faculty career contributing to diversity at CU Boulder. At the first stage, faculty in the proposed home department (i.e., chairs, mentors) discuss and rank order candidates, followed by the appropriate school or college’s review (i.e., the dean or their designee) who likewise rank order the candidates.

**Colleges and schools should keep notes on each application in the event applicants and/or mentors inquire about the evaluation.**

The college-level rankings are submitted to a final, campus-level selection committee comprised of representatives from the Office of Diversity, Equity and Community Engagement, Office of Faculty Affairs and the Research & Innovation Office, who assess applicants based on feedback from the school(s) and/or college(s), strategic areas of growth/need and priorities outlined in the [IDEA Plan](https://www.colorado.edu/odece/sites/default/files/attached-files/idea_plan_09212020_.pdf).

An optional rubric is included below to assist in your evaluation. It is intended to be a helpful resource, not a requirement.

In addition to the eligibility and roles and responsibilities below, we encourage you to consider the following during your review:

* **The commitment to hire the applicant into a tenure-track position following the fellowship** **using departmental lines and/or** [**Critical Needs Hiring Program**](https://www.colorado.edu/facultyaffairs/critical-needs-hiring-program) **funds from the college/school;**
* The mentor’s ability to support the applicant’s career trajectory;
* The applicant’s academic and personal experiences that will offer different perspectives to the CU Boulder community and the discipline; and
* The applicant’s contributions to diversity, equity and inclusive practices (DEI) in educational or community settings and/or ways in which they plan to contribute to DEI in their future academic career.

**ELIGIBILITY**

Applicants must have a completed doctorate or other terminal degree **before July 1, 2025**. Applicants are eligible if they have completed their doctoral or other terminal degree within the last three years (2022 or after) and are preparing for an academic career in research, scholarship or creative work. Faculty mentors must be tenured or tenure-track faculty at CU Boulder.

Successful international applicants may be sponsored for a visa depending on the hiring department’s available funding and the applicant’s eligibility under university policies and applicable law. Visa sponsorship is managed by the International Students and Scholar Services office, in collaboration with the faculty mentor and hiring department. Sponsorship will be evaluated before any official offer is extended.

**ROLES AND RESPONSIBILITIES**

Faculty Mentors

* Identify common or complementary research, scholarly or creative work interests and agree to mentor the fellow;
* Assist the fellow to establish a visible, active presence in the department;
* Meet regularly with the fellow one-on-one and create an [Individual Development Plan](https://www.colorado.edu/postdoctoralaffairs/current-postdocs/professional-development/individual-development-plan-idp) (IDP) with the fellow to track career progress;
* Encourage the fellow to attend professional development and networking activities offered by the Office of Postdoctoral Affairs, Career Services, PAC Boulder and other campus units;
* Encourage the fellow to present at conferences and/or symposia;
* Help the fellow network with other mentors, particularly those of various backgrounds and disciplines to help foster a well-rounded experience;
* Provide support and guidance in the fellow’s work while allowing a degree of autonomy; and
* Advise the fellow about the academic job market and help facilitate connections.

Department

* Commit to hiring the applicant into a tenure-track position using department or college/school resources. It is incumbent upon the department/unit to fund the faculty position. Departmental lines and/or [Critical Needs Hiring Program](https://www.colorado.edu/facultyaffairs/critical-needs-hiring-program) funds from the college/school may be potential avenues of support;
* Welcome the fellow into department activities such as colloquia, seminars, social events and faculty meetings;
* Onboard fellows consistent with any new hire and provide space, technology, supplies and other necessary resources; and
* Hire the fellow under the Postdoctoral Associate (1312) job code and coordinate offer letters with the HR Research Service Center ([resfachr@colorado.edu](mailto:resfachr@colorado.edu)).

**RUBRIC**

Please score on a scale of 1-5 for eight of the criteria. Criteria number six is given more weight/significance (1-10) since the program intent is to diversify CU Boulder faculty. The highest possible score is 50.   
**(1 = lowest quality; 5 or 15 = highest quality)**

1. academic accomplishments (1-5)
2. personal statement (1-5)
3. recommendation letters (1-5)
4. prospective scholarly contributions (1-5)
5. potential for faculty careers that will contribute to diversity at CU Boulder (1-5)
6. department’s commitment to hire the applicant into a tenure-track position following the fellowship (1-10)
7. mentor’s ability to support the applicant’s career trajectory; (1-5)
8. applicant’s academic and personal experience that will offer different perspectives to the CU Boulder community and the discipline; (1-5)
9. applicant’s contributions to diversity, equity and inclusive practices (DEI) in educational or community settings and/or ways in which they plan to contribute to DEI in their future academic career (1-5)