**Expedited Review Checklist for Reappointment**

# College of Arts & Sciences

Senior Instructors / Teaching Associate Professors / Clinical Associate Professors

Principal Instructors / Teaching Professors / Clinical Professors

**Submit (1) ELECTRONICALLY-FORMATTED (PDF) DOSSIER PER FACULTY CANDIDATE.**

**PLEASE PLACE THIS SHEET AS FIRST PAGE IN E-DOSSIER.**

**Send to:** CAS-Faculty@colorado.edu

Faculty Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current FTE %: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Split appointment? YES NO If YES, another dossier must be submitted for that appointment

This a petition for: \_\_\_\_\_ • Reappointment for three years

 \_\_\_\_\_ • Reappointment for less than three years\*

***(Every checked item above must be discussed in the PUEC report and Chair/Director letter)***

\* A reappointment for less than three years requires justification and approval by Faculty Affairs.

BGC will be reviewed and updated by Central HRSC

\_\_\_\_\_\_1. Chair/Director Letter of unit Evaluation and Recommendation.

 One to two pages is sufficient.

*(Copy to be given to candidate by department.)*

This must include:

1. Specific department vote regarding reappointment.
2. Information on the percent time of the appointment and the evaluation formula (teaching and service percentages) during the period of review.
3. Information on the desired reappointment option: Option 1, Option 2, etc. (<https://www.colorado.edu/asfacultystaff/personnel-administration/policies-procedures/faculty-regular-non-tenure-track/reappointments-0>
4. Information on where other work for this appointment will be done if outside the unit, including a separate statement from the Chair/Director from the other unit(s) regarding reappointment.

\_\_\_\_\_\_2. Statement of Primary Unit Evaluation Committee – if applicable

*(Copy to be given to candidate by department.)*

\_\_\_\_\_\_3. Current vita

\_\_\_\_\_\_4. Multiple Measures of Teaching (**three** measures required):

1. FCQ Summary from the web: <https://www.colorado.edu/fcq/boulder-fcq-results> (required)
2. FCQs (including student comments) from each course since last reappointment review or hire, whichever period of time is less (required)
3. **PLUS ONE OR MORE** of the following:
4. Peer reviews of teaching. Peer reviews are highly encouraged, including reviews of multiple courses over multiple semesters.
5. Report of class interviews. \*\*
6. Letters from **randomly** solicited students. Include method of solicitation (copy of the email or letter), and how students were selected. \*\*

\_\_\_\_\_\_5. Merit Review score sheets (and comments, if available) from the previous three years.

\_\_\_\_\_\_6. The candidate and/or department may include additional materials if desired.

# Please place the “Reappointment / Promotion Checklist for Teaching / Clinical Faculty" in front of the main dossier and review its contents carefully to be sure it is complete. Incomplete dossiers cannot go forward.

**\*\* SUPPLEMENTAL DOSSIER: Please note that the student letters/surveys/interviews and the external review letters are confidential materials and should comprise the “supplement to the dossier,” which is a *separate* PDF submitted along with the main dossier. Student names should be redacted from each letter.**

*Revised 10-9-23*