# Reappointment / Promotion Checklist for Teaching / Clinical Faculty

# College of Arts & Sciences

**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](mailto: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

*(check all that apply)*  \_\_\_\_\_ • Reappointment for less than three years\*

\_\_\_\_\_ • Promotion to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ • FTE % change request to \_\_\_\_\_\_\_\_\_\_\_%

\_\_\_\_\_ • proportion % change in teaching, service, and research/creative work

***(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 Department Evaluation and Recommendation.

*(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.
5. Description and evaluation of service contributions in terms of quality and time commitment.

\_\_\_\_\_\_2. Statement of Primary Unit Evaluation Committee

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

\_\_\_\_\_\_3. Copy of Chair’s and PUEC Letters from previous review cycle if appropriate.

\_\_\_\_\_\_4. Current vita

\_\_\_\_\_\_5. Teaching Statement by Instructor. One to three pages is sufficient.

\_\_\_\_\_\_6. Service Statement by Instructor. One to three pages is sufficient.

\_\_\_\_\_\_7. Research/Creative Work Statement by Instructor (if applicable). One to three pages is sufficient.

\_\_\_\_\_\_8. Multiple Measures of Teaching (**four** measures are required):

1. FCQ Summary from the web: <https://www.colorado.edu/fcq/boulder-fcq-results> (required)
2. FCQs (with student comments) from each course since last reappointment review or hire, whichever period of time is less (required)
3. **PLUS TWO OR MORE** of the following:

## Peer reviews of teaching. Peer reviews are highly encouraged, including reviews of multiple courses over multiple semesters.

### Report of class interviews \*\*

#### Letters from **randomly** solicited students. Include method of solicitation (copy of the email or letter\*), and how students were selected \*\*

1. Other materials as defined by the candidate or unit. If exams or syllabi are used as a measure, an evaluation of the materials by the PUEC is to be included.

**\***[**Use this suggested template for soliciting student feedback.**](https://www.colorado.edu/facultyaffairs/node/967/attachment) **These materials are confidential and should comprise the “supplement to the dossier,” which is a *separate* PDF submitted along with the dossier. Student names should be redacted from each letter.**

\_\_\_\_\_\_9. Primary Unit Policies and Procedures for reappointment and promotion of

Teaching/Clinical Faculty

\_\_\_\_\_\_10. The candidate and/or department may include additional materials if desired.

\_\_\_\_\_\_11. For promotion cases, 1-3 letters for promotion to Teaching/Clinical Associate Professor;

3-6 letters for promotion to Teaching/Clinical Professor (at least 1 letter should come another

campus unit) \*\*

\_\_\_\_\_\_12. For promotion cases, one copy of letter soliciting letters of evaluation of the

Teaching/Clinical faculty member \*\*

# 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 02-01-2023*

*Reviewed 29-02-2024*