**VCAC CHECKLIST**

Please Place in Front of Dossier

Use for: Appointments (Hires) with Tenure

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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) via the campus large file transfer service available here: [https://filetransfer.colorado.edu/courier/web/1000@/wmLogin.html?](https://filetransfer.colorado.edu/courier/web/1000%40/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) 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.