D.7. The Schedule

A. PROMOTION AND/OR TENURE FOR FACULTY MEMBERS WITH PRIMARY APPOINTMENTS IN THE COLORADO School of Public Health

**Mid-March**

***List of promotion/tenure candidates***
- Upon completion of the annual evaluation process, the Department Chairs inform the Office of Faculty Affairs (OFA) and DAPTCO chairs about their recommendation of candidates for promotion with or without tenure.
- The OFA provides all promotion and/or tenure candidates with instructions regarding the required documentation and the procedures.

**Mid-April**

***Preliminary Dossier***
- The candidate submits a preliminary dossier electronically to the OFA. The preliminary dossier should include the following documents:
  a. The current and full CV
  b. Draft statements of teaching, research, public health practice/clinical activity (as applicable), and leadership & service
  c. Teaching evaluations of the past 3 years.

**April/May**

***Preliminary review by the DAPTCOs***
- The DAPTCOs review and discuss the candidates’ CVs for appropriateness of promotion and/or tenure. The preliminary review by the DAPTCOs should be communicated back as highlights (email is suggested) and not as a formal letter.
- If the preliminary DAPTCO review indicates any concerns about the readiness of the faculty candidate for promotion or tenure, the DAPTCO Chair should discuss this feedback with the Department Chair, prior to sending any feedback to the candidate.
- The candidate has the right to proceed further with the promotion/tenure process, even if the DAPTCO recommends that he/she should not proceed.

**June 1**
- The Department Chair shall communicate the final decision about whether the candidate will proceed with his or her application for promotion and/or tenure to the Office of Faculty Affairs by June 1.

**June**

***Department Chairs discuss with candidates the list of possible reviewers***
- A minimum of three names from outside the university is required, of which at least two must be arm’s length (= not a past collaborator or co-worker in the past 3 years, PI on grant funding the candidate, co-author etc.; not a past mentor, advisor or supervisor; not a friend).
- Additional inside or outside reviewers may be proposed, up to a maximum of 6 names.
- The following criteria should be taken into consideration when identifying potential reviewers:
  a. Distinguished faculty or, occasionally, highly regarded non-academics.
  b. If faculty, rank should be at or above that of the candidate.
  c. Ability to provide an impartial and evaluative review of the candidate’s qualifications and accomplishments.
  d. Contribution to providing an overall balanced view of the candidate and to provide a range of perspectives.
Candidates from local health and hospital organizations must provide a letter of evaluation from their home institution (supervisor or higher). Arm’s length letters are not required (aka “modified dossier”).

July 1
- The final list of reviewers is provided by the Department Chair to the OFA by July 1.

Mid-July
- The Department Chairs and/or OFA contact the selected reviewers in order to make sure that they are available and willing to provide a letter of evaluation. Letters are due in September.

August 1
Submission of Partial Dossier
- The candidate submits a partial dossier electronically to the OFA. The dossier should include the following documents:
  a. CV abstract
  b. Updated, comprehensive CV
  c. Statements for teaching, research, public health practice/clinical activity (as appropriate) as well as leadership and service.
  d. Three most important publications with a brief description of the candidate’s contribution to each article and the contribution to science of each publication.

Solicitation of Letters of Evaluation
- The OFA solicits letters of evaluation signed by the Associate Dean for Faculty by mid-August; the partial dossier is made available to referees. The letters are due in late September.

Updates of dossier materials are possible until October 1.

October 1
Submission of Full Dossier (Candidate)
- The candidate submits electronically the full dossier to the OFA for distribution to the DAPTCOs.
- Content-related changes (e.g., adding a newly received grant) to the dossier after the DAPTCO review are not permitted as a re-review by DAPTCO would then be required.
- The final dossier should include the following documents
  a. CV Abstract
  b. Updated, comprehensive CV
  c. Statements for teaching, research, public health practice/clinical activity (as appropriate) as well as leadership and service.
  d. Supporting documents
  e. Three most important publications with a brief description of the candidate’s substantial contribution to each article and the contribution to science of each publication.

Final Dossiers (including letters of evaluation) are posted for review by DAPTCOs by early October.
The OFA provides the letters of evaluation to the Department Chair.

October
DAPTCO Review and Submission of DAPTCO Recommendation by early November
- The DAPTCOs review, discuss and vote on the appropriateness of promotion and/or tenure.
- The DAPTCO Chair letter is forwarded to the OFA and the Department Chair. The DAPTCO Chair explains in written form to the Department Chair how the candidate meets the criteria for the proposed rank and reports the actual vote. The DAPTCO decision memo is added to the dossier for distribution to APT.
- Based on the recommendation of the DAPTCO and the letters of evaluation, the Department Chair will write his/her own letter of support.
The candidate has the right to proceed with the APT review, even if the DAPTCO recommendation is against promotion. In such cases, the DAPTCO recommendation is made available to the Associate Dean for Faculty, and the Department Chair will discuss the case with the Associate Dean.

The candidate has the right to withdraw his/her application at any time prior to the DAPTCO vote.

**November**

- The Department Chair submits his or her letter of support to the OFA by the end November.
- The full dossiers (including letters of evaluation, DAPTCO letter, and Department Chair letter) are ready for review by APT by early December.

**December – mid-January**

**APT Review and Submission of APT Recommendation by mid-January**

- APT discusses and votes on appropriateness of promotion and/or tenure. The APT Chair explains in written form how the candidate meets the criteria for the proposed rank and reports the actual vote.
- The APT recommendation is forwarded to the Dean by mid-January who will then consider the recommendation. The APT letter is added to the dossier.
- APT recommendation is also forwarded to the Department Chair. The candidate has the right to proceed with the review, even if the APT recommendation is negative.
- The candidate has the right to withdraw his/her application at any time prior to the APT vote.

**February**

**Dean’s review and report**

- The Dean reviews the DAPTCO and APT letters and makes recommendations for all candidates.
- The Dean’s letter is shared with both the Department Chair and the candidate, as well as the Associate Dean for Faculty.

**B) PROMOTION ONLY, UNANIMOUS VOTES ON PROMOTION**

**May-June**

- Based upon the Dean’s recommendation, the candidate will receive a letter of offer with the new terms.
- The OFA submits the letter of offer together with the Personal Matter Report (PMR) to the Office of the Provost. The Provost reviews the letter of offer and signs the PMR.
- July 1: Approved promotions take effect.

**C) TENURE, PROMOTION WITH TENURE, OR DISSenting VOTES ON PROMOTION**

**March-June**

- March 1: The OFA submits the full dossiers, including the recommendations of DAPTCO, APT, and the Dean, or in the case of dissenting votes the committee and/or Dean’s statements of disagreement, to the Provost Office.
- March-April: Vice Chancellor’s Advisory Committee for Reappointment, Tenure and Promotion (VCAC) reviews and votes on the cases. The VCAC sends a recommendation to the Provost with the results of the review.
- May: The Provost reviews the dossiers, including the VCAC recommendation. Upon approval, he/she recommends the award of tenure to the Chancellor and informs the candidates in written form. The Chancellor will review the documents and prepare a Request for Action for the President.
• June: All positive recommendations for tenure are forwarded to the President for review and approval prior to submission to the Board of Regents (BOR). The President signs the Request for Action and forwards it together with the dossier to the BOR. For procedures in the case of disapproval by either the Chancellor or the President, please see page 19 of this handbook.
• The BOR makes the final decision on the award of tenure including for outside hires with tenure. Only the BOR has the power either to award tenure or to rescind a tenured appointment.
• The Provost informs the candidates and the Dean about the final decision by the BOR.
• July 1: Tenure requests approved by the Regents take effect.