A. INTRODUCTION

A case is considered an outside hire with tenure if the letter of offer indicates that the tenure review process will be initiated upon hire or the hire is contingent upon tenure being granted.

B. POLICY STATEMENT

This policy applies to, and must be used in, the following hiring situations:

Situation A: Candidate is currently a tenured associate professor at a comparable institution, and requests tenure as an associate professor.

Situation B: Candidate is currently a tenured associate professor at a comparable institution, and requests tenure and promotion to professor.

Situation C: Candidate is currently a tenured professor at a comparable institution, and
requests tenure and the rank of professor.

**Situation D**: (a very unusual situation): Candidate is not currently tenured at their institution, but has a record that clearly meets the Campus’ standards for tenure. This would most likely only occur if the candidate is at a program/institution that does not grant tenure.

**C. TIMING**

This process shall not be truncated for any faculty appointment that involves tenure.

All searches for administrative positions that offer the opportunity for faculty positions with tenure are required to comply with this policy.

Candidates for appointments in accordance with this policy should be identified as early as possible during the search process.

**D. PROCEDURES**

1. **Candidate’s Dossier:**
   The candidate submits a dossier containing the following material:
   
   - A current vitae.
   
   - Evidence of meritorious or excellent teaching (e.g., peer reviews of teaching, student evaluations, syllabi, curriculum development, mentoring, awards).
   
   - Examples of meritorious or excellent research or creative works (three publications or other artifacts are sufficient).
   
   - Evidence of meritorious or excellent service.
   
   - A copy of the criteria for tenure and the criteria for promotion to associate professor and to professor at the candidate’s current institution.
   
   - Letters appropriate to the situation: In accordance with Administrative Policy Statement 1018 *Justification for Appointment with Tenure* “If, at the time the letter of offer was issued, the individual held a tenured position at another institution, the letter(s) of recommendation for hire may be used in the tenure evaluation process in place of the external evaluation letters typically required. If necessary, additional letters may be requested in the tenure evaluation process.

**E. SCHOOL/COLLEGE REVIEW**

These levels of review may happen concurrently.

1. **Primary Unit Review.** The primary unit adds the following information to the
Primary unit letter. This letter should include evaluations of the candidate’s teaching, research or creative works, and service. It is essential that these evaluations carefully and thoroughly assess the candidate’s strengths and weaknesses. If the primary unit recommends that the candidate receive tenure as an associate professor, or tenure and promotion to professor, or tenure and the rank of professor, the letter should indicate how the candidate’s record meets or exceeds the Regental and unit’s standards for tenure and/or promotion. The primary unit’s vote must specify the number of members present and the actual vote.

2. First Level Review Letter. The appropriate body, as defined in the bylaws of the college, school, or library, reviews the candidate’s dossier, votes on the proposed action, and forwards to the dean an evaluation and a recommendation. The first level review is a thorough assessment of the candidate’s record. The vote must specify the number of members present and the actual vote.

3. Dean’s Review. The dean prepares an evaluation and recommendation for action that discusses the earlier reviews and points out areas of concern or disagreement.

Dean’s Positive Decision: If the dean recommends that the candidate receive tenure, tenure and promotion to professor, or tenure and the rank of professor, the dean’s letter—called a “justification for appointment with tenure letter or memo”—should address the following points. Note that all four points must be included in the dean’s letter.

i. A statement of the specific merits of the candidate, including a summary of how the candidate meets or exceeds the Regental and school, college, or library standards for tenure and/or promotion.

ii. A description of the fiscal and academic program plans for the unit in terms of long-range planning. (Discussion should include, for example, the academic unit’s plans to strengthen a particular area in a discipline, to replace retirees in a discipline, to develop a new thrust or focus, to develop resources, to identify and accommodate changes that will occur in the college/school, etc.)

iii. An explanation of how the personnel action fits into the unit’s plan.

iv. The unit’s tenure ratio including this action.

Dean’s Negative Decision: If the dean does not recommend that the candidate receive the requested action—tenure, or tenure and promotion to professor, or tenure and the rank of professor—the process ends.

4. Second-Level Review

If the dean recommends that the candidate receive tenure, or tenure and promotion to professor, or tenure and the rank of professor, the dean sends the dossier to the provost,
who refers it to the relevant committee (for the Denver Campus, this is the VCAC). In order to expedite the review process and to the extent possible, the VCAC chair will move the dossier to the top of the list of dossiers to be reviewed. The VCAC reviews the dossier, votes, and writes a letters summarizing the candidate’s qualifications. The VCAC vote must specify the number of members present and the actual vote.

5. **Provost and Chancellor Review**

The provost reviews the dossier and the VCAC’s letter and makes a written recommendation to the chancellor. The chancellor then reviews the dossier and provost’s recommendation. If the chancellor supports the appointment, the appropriate materials are submitted to the president.

6. **President’s Review**

If the president supports the recommendation, the materials are submitted to the Board of Regents for approval.

**F. PERSONNEL RECOMMENDATION FORM**

A Personnel Recommendation Form. A complete record of the faculty vote for tenure (at each level). This requirement was established in 2005 at the request of the Board of Regents. This form requires a signature from the provost or vice chancellor for academic affairs and a signature from the chancellor assuring the Board of Regents that the candidate has gone through the proper tenure review process.

**Notes**

1. Dates of official enactment and amendments:
   - Official enactment on December 1, 2006. Amended on July 1, 2010. Modified on May 7, July 1, 2010: Amended
   - May 7, 2018: Reformatted to incorporate new policy framework.
   - September 27, 2018: Reviewed/updated

2. History:
   - Modified on May 7, 2018 to reflect a 2018 Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university.
   - September of 2018: Revised to implement new requirements under APS#1018 and to extend the tenure on appointment process to the Anschutz Medical Campus.

3. Initial Policy Effective Date: December 1, 2006

4. Cross References/Appendix:

   - Regent Law 5: Faculty, 5.B.1: [Appointment and Evaluation](#)
   - University [APS #1018: Justification for Appointment with Tenure (Outside Hire with Tenure)](#)
Appendix A
Faculty Tenure on Appointment Hire Dossier Checklist

The primary unit must place this checklist in the front of the dossier.

_____ 1. Current vitae

_____ 2. Evidence of meritorious or excellent teaching

_____ 3. Examples of meritorious or excellent research or creative works

_____ 4. Evidence of meritorious or excellent service

_____ 5. Criteria for tenure and for promotion to associate professor and to professor at the candidate’s current institution

_____ 6. Letters

_____ 7. Primary unit letter

_____ 8. First level review letter

_____ 9. Dean’s letter

_____ 10. Campus VCAC letter

_____ 11. Provost’s recommendation

_____ 12. Vote record sign-off sheet (provided by Provost’s office)

_____ 13. Chancellor’s recommendation

_____ 14. Personnel Recommendation Form