



Campus Administrative Policy

Policy Title: Faculty Hires with Tenure

Policy Number: 1021 Functional Area: Academic and Faculty Affairs

Effective: July 1, 2010
 Date Last Amended/Reviewed: July 1, 2010
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 Supersedes: Faculty Hires with Tenure, December 1, 2006

Approved by: Roderick Nairn, Provost and Executive Vice Chancellor for Academic and Student Affairs

Prepared by: Associate Vice Chancellor for Faculty Affairs
 Reviewing Office: Provost and Executive Vice Chancellor for Academic and Student Affairs

Responsible Officer: Provost and Executive Vice Chancellor for Academic and Student Affairs

Applies to: University of Colorado Denver

A. INTRODUCTION

External applicants for faculty positions often request appointment with tenure as an associate professor, appointment with tenure and promotion to professor, or appointment with tenure and the rank of professor. This policy sets forth a formal process for evaluation and review of credentials of such applicants who become finalists, to ensure that they meet Regental standards for tenure and for promotion to professor.

B. POLICY STATEMENT

1. This policy applies to, and must be used in, the following hiring situations:
 - a. *Situation A:* Candidate is currently a tenured associate professor at a comparable institution, and requests tenure as an associate professor at the Downtown Denver Campus.

- b. *Situation B:* Candidate is currently a tenured associate professor at a comparable institution, and requests tenure and promotion to professor at the Downtown Denver Campus.
- c. *Situation C:* Candidate is currently a tenured professor at a comparable institution, and requests tenure and the rank of professor at the Downtown Denver Campus.
- d. *Situation D:* (a **very unusual** situation): Candidate is not currently tenured at his/her institution, but has a record that clearly meets the Downtown Denver 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

- 1. This process shall not be truncated for any faculty appointment that involves tenure.
- 2. All searches for administrative positions that offer the opportunity for faculty positions with tenure are required to comply with this policy.
- 3. 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. A current vitae.
 - b. Evidence of meritorious or excellent teaching (e.g., peer reviews of teaching, student evaluations, syllabi, curriculum development, mentoring, awards).
 - c. Examples of meritorious or excellent research or creative works (three publications or other artifacts are sufficient).
 - d. Evidence of meritorious or excellent service.
 - e. A copy of the criteria for tenure and the criteria for promotion to associate professor and to professor at the candidate's current institution.
 - f. Letters appropriate to the situation:
 - (1) *Situation A (candidate is currently a tenured associate professor at a comparable institution, and requests tenure as an associate*

professor: A copy of the official letter that granted the candidate tenure at his/her current institution.

- (2) *Situation B (candidate is currently a tenured associate professor at a comparable institution, and requests tenure and promotion to professor*: A copy of the official letter that granted the candidate tenure at his/her current institution.
- (3) *Situation C (candidate is currently a tenured professor at a comparable institution, and requests tenure and the rank of professor*: Copies of two official letters: (a) the one that granted the candidate tenure at his/her current institution, and (b) the one that granted the candidate the rank of professor at his/her current institution.
- (4) *Situation D (candidate is currently not tenured at his/her institution, and requests tenure and the rank of either associate professor or professor*: A copy of the official letter that granted the candidate his/her current rank at his/her institution.

2. **Primary Unit Review.** The primary unit adds the following information to the dossier:
 - a. Dossier checklist. See Appendix A.
 - b. External letters in the case of *Situation B*: The primary unit will obtain three external letters of evaluation for appointment with tenure and promotion to the rank of professor, with two of the external reviewers selected by the department chair or dean, and one selected by the candidate. For an example of a letter to request external reviews, see Appendix B.
 - c. External letters in the case of *Situation D*: The primary unit will obtain three external letters of evaluation for appointment with tenure, with two of the external reviewers selected by the department chair or dean, and one selected by the candidate. For an example of a letter to request external reviews, see Appendix B.
 - d. 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.

3. **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.
4. **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.
 - a. *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: It is **imperative that all four points** be included in the dean’s letter.)
 - (1) 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.
 - (2) 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.)
 - (3) An explanation of how the personnel action fits into the unit's plan.
 - (4) The unit's tenure ratio including this action.
 - b. *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.
5. **Second-Level Review by the Vice Chancellor’s Advisory Committee (VCAC) for Reappointment, Tenure, and Promotion:** 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 Downtown Denver Campus 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 letter. The VCAC vote must specify the number of members present and the actual vote.
6. **Provost’s Review:** The provost reviews the dossier and the VCAC’s letter and makes a written recommendation to the chancellor.
7. **Chancellor’s Review:** The chancellor reviews the dossier and provost’s recommendation. If the chancellor supports the appointment, the appropriate

materials are submitted to the president.

8. **President's Review:** If the president supports the recommendation, the materials are submitted to the Board of Regents for approval.
9. **Personnel Recommendation Form:** A complete record of the faculty votes at each level of the review process must be included in the dossier. This form requires a signature from the provost and a signature from the chancellor assuring the Board of Regents that the candidate has gone through the proper review process and has met the criteria justifying an appointment with tenure.

Notes

1. Dates of official enactment and amendments:

December 1, 2006. Approved by Provost

July 1, 2010: Amended

May 7, 2018: Modified

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.

3. Cross References/Appendix:

- Regent Law 5: Faculty, 5.B.1: [Appointment and Evaluation](#)
- [Administrative Policy Statement 5005, Faculty Recruitment and Hiring](#)
- [Administrative Policy Statement 1018, Justification for Appointment with Tenure \(Outside Hire with Tenure\)](#)
- Appendix A, Faculty Hires with Tenure Dossier Checklist
- Appendix B, Format Letter from Chair For External Reviewer

Appendix
A
Faculty Hires with Tenure 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
 - ___ a. **Situation A:** Copy of the official letter that granted the candidate tenure at his/her current institution
 - ___ b. **Situation B:**
 - ___ Copy of the official letter that granted the candidate tenure at his/her current institution
 - AND
 - ___ Three external letters of evaluation for promotion to the rank of professor
 - ___ c. **Situation C:**
 - ___ Copy of the official letter that granted the candidate tenure at his/her current institution
 - AND
 - ___ Copy of the official letter that granted the candidate the rank of professor at his/her current institution
 - ___ d. **Situation D:**
 - ___ Copy of the official letter that granted the candidate his/her current rank at his/her institution
 - AND
 - ___ Three external letters of evaluation for the award of tenure
- ___ 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

Appendix
B

**Format of Letter from Chair or Dean to External Reviewer
for Appointment with Tenure and/or Promotion to Professor**

Dear Colleague:

On behalf of the University of Colorado Denver (CU Denver), I am writing to ask you to serve as an external reviewer of the research/creative work of Dr./Mr./Ms. _____, who is being considered at this time for _____ (*fill in the appropriate action: appointment with tenure and/or with promotion to the rank of professor*).

Dr./Mr./Ms. _____ is currently at _____ (*name of college/university*), with (*tenure/no tenure and the rank of _____*). We are soliciting your evaluation of Dr./Mr./Ms. _____ demonstrated research/creative accomplishments to date in relation to his/her request for (*fill in the appropriate action: appointment with tenure and/or with promotion to the rank of professor*).

The University of Colorado Denver is comprised of 13 schools and colleges offering 119 degree programs on two campuses, the CU Denver and CU Anschutz Medical Campus. CU Denver serves as the institution's comprehensive campus, while the CU Anschutz provides health sciences training in medicine, pharmacy, dentistry and nursing as well as many allied health professions. CU Denver serves more than 15,000 students offering undergraduate and master's degrees through the Schools and Colleges of Architecture and Planning, Arts and Media, Engineering, Liberal Arts and Sciences, Business, Education and Human Development, and Public Affairs. Doctoral degrees are offered in applied mathematics, civil engineering, health and behavioral sciences, educational leadership, planning and design, and public affairs. Classes are offered during weekday and evening hours, on weekends, at off-campus sites, and online. CU Denver values teaching and research equally. CU Denver is expected to serve the complex higher education needs of its city, the region which depends on the city and, by extension, the rest of the world.

The University of Colorado Denver requires that the research/creative work of candidates for tenure and for promotion to professor to be evaluated by scholars in the candidate's field of specialization. Although the substance of your evaluation will be summarized for Dr./Mr./Ms. _____, you and your institution will not be identified. Your candor in valuing Dr./Mr./Ms. _____'s research/creative work will be greatly appreciated.

(For Situation B, in which promotion to professor is requested): To be promoted to professor at the University of Colorado Denver, Dr./Mr./Ms./_____ should have the terminal degree appropriate to their field or its equivalent, and (A) a record that, taken as a whole, is judged to be excellent; (B) a record of significant contribution to both graduate and undergraduate education, unless individual or departmental circumstances can be shown to require a stronger emphasis, or singular focus, on one or the other; and (C) a record, since receiving tenure and promotion to associate professor, that indicates substantial, significant, and continued growth, development, and accomplishment in teaching, research, scholarship or creative work, and service. Your

evaluation is extremely valuable to us in making this assessment.

(For Situation D, in which tenure is requested): At the University of Colorado Denver, tenure may be awarded only for demonstrated meritorious performance in each of teaching, research/creative work, and service, and demonstrated excellence in either teaching, or research/creative work.

I have included a copy of Dr./Mr./Ms. _____'s current vitas, three examples of his/her research/creative work, and the primary unit criteria used to evaluate this work.

In evaluating Dr./Mr./Ms. _____'s research/creative work, please address each of the following points:

1. The nature of your acquaintance, if any, with Dr./Mr./Ms. _____ and your knowledge of and/or familiarity with his/her research/creative work prior to this request.
2. The quality and quantity of the research/creative work.
3. The main thrust(s) of the research/creative work and the impact of this research/creative work on this field.
4. The degree of creativity and originality of the research/creative work.
5. To what degree the research/creative work has evolved.
6. How Dr./Mr./Ms. _____'s research/creative work and productivity compare with others with similar training and experience in this field.
7. How you would categorize Dr./Mr./Ms. _____'s research/creative work accomplishments--below average, average, above average, or outstanding--compared to others in this field at a similar point in their careers.

As Dr./Mr./Ms. _____ will be evaluated by faculty outside of her/his department who may be unfamiliar with your field or your academic credentials, please include a brief summary vitae with your evaluation.

If you have any questions concerning the review, please call me at the number listed below. We would appreciate receiving your evaluation no later than _____.

Thank you very much for your willingness to assist CU Denver in this important process.