

By-Laws of the Vice Chancellor's Advisory Committee

University of Colorado Anschutz Medical Campus

April 2012

Committee Composition

The Vice Chancellor's Advisory Committee (VCAC) for the Anschutz Medical Campus (AMC) is composed of a chairperson and 14 AMC faculty members; two from the School of Dental Medicine, six from the School of Medicine, two from the College of Nursing, two from the Skaggs School of Pharmacy and Pharmaceutical Sciences and two from the Colorado School of Public Health. The Associate Vice Chancellor for Academic Affairs at the University of Colorado Denver serves as an ex officio member of the VCAC. This composition of the VCAC is intended to reflect, roughly, the workload of the committee in terms of the number of cases submitted for review each year by the four schools and one college of the AMC.

Only tenured full professors are eligible to serve on the VCAC. Any faculty member who participates in a preliminary reappointment, promotion and/or tenure recommendation, either in an administrative capacity or as a member of a school or college review committee, is not eligible to serve on the VCAC. The procedure for appointing VCAC members is left to the discretion of each school and college. Members serve two-year renewable terms. The chairperson of the VCAC is appointed by the Vice Chancellor and serves for an indefinite term.

Rules of Procedure

The VCAC convenes upon the call of the chairperson. Typically, a preliminary meeting is held early in the spring semester at which the Vice Chancellor presents the charge to the committee and the chairperson welcomes new committee members, provides a historical perspective, reviews policies and procedures and sets forth an agenda for the coming year. The VCAC initiates its review of candidates in March; the process

continues until all cases have been discussed and voted upon and the chairperson's recommendation letters have been submitted to the office of the Vice Chancellor.

All aspects of VCAC meetings are confidential. A committee member may, at any time and without offering an explanation, recuse himself/herself from participation in a case review. After each case is reviewed by the VCAC, numerical voting results (without individual identifiers) and relevant details of the committee's deliberations are communicated in writing by the chairperson to the Vice Chancellor. The VCAC serves in an advisory capacity to the Vice Chancellor; its recommendations are not binding upon the Vice Chancellor who may accept or reject a committee recommendation or return a case to the committee for reconsideration. Until the Vice Chancellor has acted upon the committee's recommendations, members are not permitted to discuss VCAC matters with anyone outside of the committee.

Responsibilities of the Committee

The VCAC is responsible for reviewing the dossiers of candidates for reappointment, promotion and/or tenure. Reviews are conducted for reappointment or promotion only when a first level recommendation (i.e., one emanating from a school or college) is not unanimous in its support. The dossiers of all candidates for tenure, including candidates who are being recommended for the award of tenure concurrent with the time of their being hired, are reviewed by the VCAC.

At least two weeks before all scheduled VCAC meetings, the chairperson assigns a primary and a secondary reviewer for each candidate whose dossier is to be reviewed by the full committee. Whenever possible, the primary reviewer's home school or college is the same as that of the candidate. Complete candidate dossiers are delivered to the primary and secondary reviewers with appropriate precautions taken to guard the confidentiality of the dossiers' contents during transport and storage. Condensed dossiers are available to committee members prior to and at the time of each meeting.

The primary reviewer's role is to conduct a thorough examination of the candidate's dossier and to present his/her findings and recommendations to the full committee. The secondary reviewer also conducts a thorough review of the candidate's dossier and provides supplemental input to the primary reviewer's commentary. Primary and secondary reviewers have access to current copies of the Regent-approved reappointment, promotion and tenure guidelines of the candidate's primary unit (i.e., his/her department) and are expected to weigh their evaluations of the candidate's qualifications against these guidelines. At his/her discretion, the chairperson, who also conducts a comprehensive review of the candidate's dossier, may provide additional observations regarding the candidate's qualifications. Following the comments of the primary reviewer, secondary reviewer and chairperson, the full committee is invited to ask questions and to offer individual assessments of the candidate's qualifications. At the conclusion of the committee's deliberations, a motion is made and seconded and a vote is taken and recorded. VCAC members may vote in favor of or against the motion, they

may abstain from voting, or they may request additional information and defer voting until after that information has been acquired and disseminated. Voting at a VCAC meeting requires the presence of a quorum - defined for the present as seven or more members including the chairperson.

Responsibilities of the Chairperson

The chairperson of the VCAC on the AMC campus serves as the committee's spokesperson in communications with academic and administrative personnel at campus and university-wide levels. The chairperson is a fully engaged member of the committee and possesses voting privileges that he/she may or may not elect to exercise. The chairperson schedules, convenes and presides over meetings of the VCAC. In the event the chairperson is unable to attend or preside over a scheduled meeting of the committee, he/she may ask the Associate Vice Chancellor for Academic Affairs or another member of the committee to assume the role of chairperson.

As noted above, the chairperson is responsible for assigning primary and secondary reviewers and for conducting an independent review of all cases scheduled to come before the committee. The chairperson is required to transmit in writing the committee's recommendations to the Vice Chancellor. The letter includes a brief summary of the committee's deliberations and voting results and a tally of the votes taken at each prior level of review. Should a VCAC recommendation be in opposition to a recommendation proffered at a lower level of review, the chairperson's letter addresses in detail the reason or reasons for the discordance. Also, in the event one or more committee members express a desire to have a minority opinion forwarded to the Vice Chancellor, the chairperson, with the assistance of the appropriate committee member(s), accommodates this desire. Written communications of the chairperson are subject to review and revision by the full VCAC prior to their transmittal.

The chairperson of the VCAC is obligated to remain current with Regent policies related to academic personnel and with the University of Colorado's Administrative Policy Statement on Standards, Processes and Procedures for Comprehensive Review, Tenure and Promotion. The chairperson provides copies of relevant Regent and University policy documents to committee members and informs them in a timely way of changes in these policies. In consultation with the full committee, and with the consent of the full committee, the by-laws of the VCAC are periodically reviewed, revised and updated by the VCAC chairperson. The VCAC by-laws are subject to review and approval by the Vice Chancellor.