

# DOSSIER SUBMISSION GUIDELINES FOR CLAS DEAN'S OFFICE 2025-26 REAPPOINTMENT, TENURE, AND PROMOTION

Schools/Colleges/Library are responsible for compiling and organizing their candidates' dossiers in Interfolio. Please forward cases to Betsy Metzger in the Office of Faculty Affairs by **Thursday, January 15, 2026**.

## RTP Record Retention

University of Colorado Denver | Anschutz Medical Campus record retention policy requires that all faculty personnel records, including promotion and tenure documents, be maintained for 10 years after the employee's separation from the University. Schools/colleges/library should retain a full and complete electronic record.

## Dossier Components

### File Names

The following tables indicate the naming conventions for dossier components. Certain dossiers may not have all the items that are indicated, but the ordering of what is placed in the dossier should follow the guidelines.

**Table 1. Tenure / Tenure and Promotion / Promotion to Professor / Comprehensive Review: Dossier Components (all in PDF)**

| Dossier Component                                                   | File Name                                                                                                                       |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Dossier Checklist                                                   | 01_LastNameFirstName_Checklist                                                                                                  |
| UCD-7 Signature Form                                                | 02_LastNameFirstName_SignatureForm                                                                                              |
| Primary Unit Criteria<br>Primary Unit Criteria Version<br>Agreement | 03_LastNameFirstName_PrimaryUnitCriteria<br>03a_LastNameFirstName_PUCVersionAgreement                                           |
| Initial Offer Letter                                                | 04_LastNameFirstName_InitialOfferLetter                                                                                         |
| Previous RTP/Personnel Actions                                      | 05_LastNameFirstName_PreviousRTP_PersonnelActions                                                                               |
| Pandemic Impact Statement<br>(optional)                             | 06_LastNameFirstName_PandemicImpactStatement                                                                                    |
| External Impact Statement<br>(optional)                             | 07_LastNameFirstName_ExternalImpactStatement                                                                                    |
| Curriculum Vitae                                                    | 08_LastNameFirstName_CV                                                                                                         |
| Overall Summary Statement                                           | 09_LastNameFirstName_SummaryStatement                                                                                           |
| Teaching (Librarianship) Statement                                  | 10_LastNameFirstName_TeachingStatement                                                                                          |
| Scholarly/Creative Work Statement                                   | 11_LastNameFirstName_ScholarlyCreativeStatement                                                                                 |
| Leadership/Service Statement                                        | 12_LastNameFirstName_ServiceStatement                                                                                           |
| Supporting Teaching (Librarianship)<br>Materials                    | 13_LastNameFirstName_SupportingTeachingMaterials<br>13a_LastNameFirstName_FCQSummaryChart<br>13b_LastNameFirstName_FCQSummaries |
| Supporting Scholarly/Creative Work<br>Materials                     | 14_LastNameFirstName_SupportingScholarlyMaterials                                                                               |

|                                                                                                            |                                                      |
|------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Supporting Leadership/Service Materials                                                                    | 15_LastNameFirstName_SupportingServiceMaterials      |
| Primary Unit Evaluation Committee Report                                                                   | 16_LastNameFirstName_PrimaryUnitEvalCommitteeReport  |
| Primary Unit Analysis of Teaching (Librarianship)                                                          | 17_LastNameFirstName_PUAnalysisTeaching              |
| Primary Unit Analysis of Scholarly/Creative Work                                                           | 18_LastNameFirstName_PUAnalysisScholarlyCreativeWork |
| Primary Unit Analysis of Leadership/Service                                                                | 19_LastNameFirstName_PUAnalysisService               |
| Primary Unit Recommendation                                                                                | 20_LastNameFirstName_PrimaryUnitRecommendation       |
| Dean's Advisory Committee Recommendation                                                                   | 21_LastNameFirstName_DeansAdvisoryRecommendation     |
| Dean's Recommendation                                                                                      | 22_LastNameFirstName_DeansRecommendation             |
| External Review                                                                                            | 23_LastNameFirstName_ExternalReview                  |
| Case Reconsideration Recommendation(s) ( <b>*only for cases reconsidered by schools/colleges/library</b> ) | 24_LastNameFirstName_ReconsiderationRecommendations  |

**Table 2. Hires with Tenure: Dossier Components (all in PDF)**

| Dossier Component                                                                                             | File Name                                        |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Dossier Checklist                                                                                             | 01_LastNameFirstName_Checklist                   |
| UCD-7 Signature Form                                                                                          | 02_LastNameFirstName_SignatureForm               |
| CU Denver Primary Unit Criteria                                                                               | 03_LastNameFirstName_PrimaryUnitCriteria         |
| Candidate's Current Institution Tenure/Promotion Criteria                                                     | 04_LastNameFirstName_CurrentInstitutionCriteria  |
| Curriculum Vitae                                                                                              | 05_LastNameFirstName_CV                          |
| Teaching (Librarianship) Evidence                                                                             | 06_LastNameFirstName_TeachingEvidence            |
| Scholarly/Creative Work Evidence                                                                              | 07_LastNameFirstName_ScholarlyCreativeEvidence   |
| Leadership/Service Evidence                                                                                   | 08_LastNameFirstName_ServiceEvidence             |
| Primary Unit Recommendation (including analysis of teaching, scholarly/creative work, and leadership/service) | 09_LastNameFirstName_PrimaryUnitRecommendation   |
| Dean's Review/Advisory Committee Recommendation                                                               | 10_LastNameFirstName_DeansAdvisoryRecommendation |
| Dean's Recommendation                                                                                         | 11_LastNameFirstName_DeansRecommendation         |
| Situational Letters of Recommendation (as appropriate for Situation A, B, C, or D)                            | 12_LastNameFirstName_SituationalLetters          |
| External Letters (if required)                                                                                | 13_LastNameFirstName_ExternalLetters             |

## Adding Material

It is the responsibility of the school/college to ensure that any material added to a candidate's dossier after its initial submission is entered in their Interfolio case and the Office of Faculty Affairs is notified. Additional material should be scanned into **a single PDF file** using the following naming convention: "*LastNameFirstName\_AdditionalMaterial\_Date*"

*Sample*

JonesMary\_AdditionalMaterial\_2.20.26

## Dossier Checklists

Certain dossiers may not have all the items that are indicated, but the ordering of what is placed in the dossier should follow the guidelines.

### Dossier Checklist: Reappointment, Tenure, and Promotion 2025-26

Candidate's Name: \_\_\_\_\_

School/College/Library: \_\_\_\_\_

Current Rank/Title: \_\_\_\_\_

Action:   ☐ Comprehensive Review for Reappointment   ☐ Tenure   ☐ Promotion

A candidate's dossier must include the following items:

☐ Completed dossier checklist

☐ UCD-7 signature form

☐ Primary unit criteria

☐ **Statement re: version of primary unit criteria** candidate agrees to be used in evaluating the case (previous or current if candidate was hired with previous criteria in place. For promotion to full professor, current primary unit criteria shall apply.)

☐ Initial offer letter

☐ **Previous RTP and personnel actions, if any** (including credit for prior service, tenure clock extension forms, reappointment letters and VCAC memos, tenure letters and VCAC memos)

☐ **Faculty Pandemic Impact Statement** (optional)

☐ **Faculty External Impact Statement** (optional)

☐ **Current curriculum vitae** (See *Strategies for Success Appendices* for suggested format.)

☐ **Overall summary statement** (two-to-three-page summary overview)

☐ **Teaching (librarianship) statement** (no more than three pages)

☐ **Scholarly/creative work statement** (no more than three pages)

- [ ] **Leadership/service statement** (*no more than three pages*)
- [ ] **Supporting teaching (librarianship) materials**
  - [ ] **FCQ one-page summary table** (*see **Strategies for Success** Appendices*)
  - [ ] **FCQs** (*Schools and colleges have discretion in terms of very large courses, but need to submit unbiased, representative samples of FCQs.*)
- [ ] **Supporting scholarly/creative work materials**
- [ ] **Supporting leadership/service materials**
- [ ] **Primary Unit Evaluation Committee report**
  - [ ] **Primary Unit analysis of teaching (librarianship)** (*subcommittee report, if relevant*)  
(*Documentation requires peer reviews of teaching/librarianship, other multiple methods of evaluation, and critical, relevant teaching/librarianship analyses.*)
  - [ ] **Primary Unit analysis of scholarly/creative work** (*subcommittee report, if relevant*)
  - [ ] **Primary Unit analysis of leadership/service** (*subcommittee report, if relevant*)
- [ ] **Primary Unit recommendation and vote** (*See **Letter Writing Requirements for Dossiers** for acceptable wording for evaluation and vote count.\**)
  - [ ] if vote is not unanimous, an explanation of dissenting views is required and a minority report by dissenting faculty may be added
- [ ] **Dean's review/advisory committee recommendation and vote** (*See **Letter Writing Requirements for Dossiers** for acceptable wording for evaluation and vote count.\**)  
(*an independent analysis at this level is required*)
  - [ ] if vote is not unanimous, an explanation of dissenting views and a minority report by dissenting faculty may be added
- [ ] **Dean's recommendation** (*See **Letter Writing Requirements for Dossiers** for acceptable wording for evaluation.\**)
- [ ] **External Review**
  - [ ] **Letters received from external reviewers**
  - [ ] **External Reviewers' biographical sketch or short vita**
  - [ ] **List of external reviewers contacted, indicating:**
    - **whether candidate or primary unit recommended the evaluator**
    - **relationship, if any, of the evaluator to the candidate or to a member(s) of the primary unit**
    - **who responded**
    - **a numbered order** (for consistency if they are quoted in first-level and second-level recommendations)
  - [ ] **Explanation of how reviewers were selected**
  - [ ] **Copy of the letter requesting external reviewer evaluation letters**
  - [ ] **Number of reviewers meets requirements** [ ] **explanation if requirement not met**
  - [ ] **Ratio meets requirements** [ ] **explanation if requirement not met**

**[ ] Reconsideration recommendations**

*(If the Dean's review/advisory committee or the Dean disagrees with the recommendation of the Primary Unit, the dossier is returned to the Primary Unit for reconsideration, after which the Primary Unit returns its reconsidered judgment to the Dean for further consideration.)*

**[ ] Primary unit's reconsideration, if applicable**

**[ ] Additional reconsideration and vote of the Dean's advisory/review committee and/or Dean, if applicable**

I have reviewed this candidate's dossier and affirm that it is complete and is consistent with University policy.

**Dean's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*\* **Letter Writing Requirements for Dossiers** dictates the acceptable wording for evaluation and vote counts of performance at each level. Reappointment/comprehensive review evaluation of teaching (librarianship), scholarly/creative work, and leadership/service differ from promotion and tenure evaluations.*

**Dossier Checklist: Hire with Tenure 2025-26**

**Candidate's Name:** \_\_\_\_\_

**School/College/Library:** \_\_\_\_\_

**Current Rank/Title:** \_\_\_\_\_

**Action:** [ ] Tenure [ ] Promotion

A candidate's dossier must include the following items:

**[ ] Completed dossier checklist**

**[ ] UCD-7 signature form**

**[ ] Primary unit criteria for CU Denver primary unit**

**[ ] Criteria for tenure/promotion at candidate's current institution**

**[ ] Current curriculum vitae**

**[ ] Evidence of meritorious or excellent teaching** *(e.g. peer reviews of teaching, student evaluations, syllabi, curriculum development, mentoring, awards) including a narrative summary that describes their merit or excellence in teaching*

**[ ] Examples of meritorious or excellent scholarly/creative work** *(three publications or other supporting documentation are sufficient)*

**[ ] Evidence of meritorious or excellent leadership/service**

[ ] Primary unit recommendation and vote including analysis of teaching, scholarly/creative work, and leadership/service\*

[ ] if vote is not unanimous, an explanation of dissenting views is required and a minority report by dissenting faculty may be added

[ ] Dean's review/advisory committee recommendation and vote\*

[ ] if vote is not unanimous, an explanation of dissenting views and a minority report by dissenting faculty may be added

[ ] Dean's recommendation\* including the three required points enumerated in [Campus Administrative Policy 1021: Hire with Tenure](#) (July 1, 2020)

a) 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, tenure and promotion, or tenure at the rank of professor.

b) A description of the long-range fiscal and academic program plans for the unit.

c) An explanation of how the personnel action fits into the unit's plan.

[ ] Situational Letters (as appropriate to the situation)

[ ] Situation A: Copy of the official letter granting the candidate tenure at the current institution

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

[ ] Situation B: Copy of the official letter granting the candidate tenure at the current institution

AND

three external letters of evaluation for promotion to the rank of professor OR letters of recommendation for hire

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

[ ] Situation C: Copy of the official letter granting the candidate tenure at the current institution

AND

copy of the official letter granting the candidate the rank of professor at the current institution

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

[ ] Situation D: Copy of the official letter granting the candidate the current rank at the current institution

AND

three external letters of evaluation for the award of tenure

*(a very unusual situation): Candidate is not currently tenured at another 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.*

[ ] **External Letters if required** (*if the letters of recommendation for hire are not used or if the candidate is not currently tenured at another institution*)

I have reviewed this candidate's dossier and affirm that it is complete and is consistent with University policy.

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Note that **Letter Writing Requirements for Dossiers** dictates the acceptable wording for evaluation and vote counts of performance in teaching, scholarly/creative work, and leadership/service.

## CLAS Letter Writing Requirements for Dossiers

There are a number of **necessary requirements** in preparing letters in a case for the second-level and third-level reviews. These typically depend on type of case.

### (A) COMPREHENSIVE REVIEW FOR REAPPOINTMENT

(1) **For evaluations of the three areas:** Record vote counts (yes-no-recusal-absent) for teaching (librarianship), scholarly/creative work, and leadership/service. Recusals from discussion and voting should apply if there is a conflict of interest or a bias regarding a candidate, meaning that a committee member is unable to render a fair and unbiased opinion. A recused committee member cannot be present during the discussion or vote. **Abstentions are not permitted.**

In the Primary Unit evaluations, the total in the vote table should equal the number of faculty eligible to vote. Faculty who are eligible to vote but cannot vote due to departmental bylaws restrictions (e.g., the chair), participation in upper levels of review (DAC, Dean, or VCAC), or a conflict of interest should be counted as recused.

**CLAS is allowed to use this language in AY 2025-26:**

The designations **approaching excellent**, **approaching meritorious**, or **not meritorious** (as described in primary unit criteria) may be used for evaluations of the three categories.  
[CLAS has permission to use this language in AY 2025-26]

Examples:

- The primary unit voted 6-0-0-0 (yes-no-recusal-absent) for **approaching excellent** in teaching with six committee members voting for approaching excellent.
- The primary unit voted 4-2-0-0 (yes-no-recusal-absent) for **approaching meritorious** in scholarly/creative work with four committee members voting for approaching meritorious and two for approaching excellent.
- The primary unit voted 4-2-0-0 (yes-no-recusal-absent) for **not meritorious** in leadership/service with four committee members voting for not meritorious and two for approaching meritorious.

Add a table like the one following to record evaluations:

| Evaluation of Teaching (Librarianship),<br>Scholarly/Creative Work, and Leadership/Service<br>(AE = approaching excellent, AM = approaching<br>meritorious, NM = not meritorious) | Teaching<br>(Librarianship) | Scholarly/<br>Creative Work | Leadership/<br>Service |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|------------------------|
| Department/Primary Unit                                                                                                                                                           | 6AE                         | 4AM, 2AE                    | 4NM, 2AM               |
| Dean's Review/Advisory Committee                                                                                                                                                  | 5AE, 2AM                    | 4AE, 3AM                    | 5AM, 1AE, 1NM          |
| Dean's Evaluation                                                                                                                                                                 | AE                          | AE                          | AM                     |

(2) **For the overall rating:** Use **only** the designations **on track for tenure**; **not on track for tenure, but could meet standards for tenure with appropriate corrections**; or **not on track for tenure** in reviews by the primary unit, the dean's review/advisory committee, and the dean in Comprehensive Review evaluations. Do not invent other terminology.

| Overall Evaluation               | On track<br>for tenure | Not yet on track for tenure, but could<br>meet standards for tenure with<br>appropriate corrections | Not on<br>track for<br>tenure |
|----------------------------------|------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------|
| Department/Primary Unit          | 6                      | 0                                                                                                   | 0                             |
| Dean's Review/Advisory Committee | 5                      | 1                                                                                                   | 1                             |
| Dean's Evaluation                | X                      |                                                                                                     |                               |

(3) **For the overall recommendation and vote:** Record the overall vote for reappointment as yes-no-recusal-absent.

Examples:

- The dean's advisory committee voted 6-1-0-1 (yes-no-recusal-absent) for reappointment.

Add a table like the one following to record votes for reappointment:

| Votes                            | Yes | No | Recusal | Absent |
|----------------------------------|-----|----|---------|--------|
| Department/Primary Unit          | 10  | 0  | 0       | 0      |
| Dean's Review/Advisory Committee | 6   | 1  | 0       | 1      |
| Dean's Recommendation            | X   |    | NA      | NA     |

If the vote is not unanimous, the letter should explain the dissenting views or include a minority report submitted by the dissenting faculty, if they choose to do so. If no dissenting views were expressed, the letter should explicitly state that.

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## (B) TENURE AND PROMOTION REVIEW / HIRE WITH TENURE REVIEW

(1) **For evaluations of the three areas:** Record vote counts (yes-no-recusal-absent) for teaching (librarianship), scholarly/creative work, and leadership/service. Recusals from discussion and voting should apply if there is a conflict of interest or a bias regarding a candidate, meaning that a committee member is unable to render a fair and unbiased opinion. A recused committee member cannot be present during the discussion or vote. **Abstentions are not permitted.**

In the Primary Unit evaluations, the total in the vote table should equal the number of faculty eligible to vote. Faculty who are eligible to vote but cannot vote due to departmental bylaws restrictions (e.g., the chair), participation in upper levels of review (DAC, Dean, or VCAC), or a conflict of interest should be counted as recused.

Use the designations **excellent**, **meritorious**, or **not meritorious** in Tenure and Promotion evaluations by the primary unit, the dean's review/advisory committee, and the dean.

Examples:

- The primary unit voted 6-1-0-0 (yes-no-recusal-absent) for **meritorious** in teaching with six committee members voting for meritorious and one for excellent.
- The primary unit voted 7-0-0-0 for **excellent** in scholarly/creative work with seven committee members voting for excellent.
- The dean's advisory committee voted 4-3-0-0 for **not meritorious** in leadership/service with four committee members voting for not meritorious, two for meritorious, and one for excellent.

Add a table like the one following to record evaluations:

| Evaluation of Teaching, Scholarly/Creative Work, and Leadership/Service<br>(E = excellent, M = meritorious, NM = not meritorious) | Teaching<br>(Librarianship) | Scholarly/<br>Creative Work | Leadership/<br>Service |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|------------------------|
| Department/Primary Unit                                                                                                           | 6M, 1E                      | 7E                          | 4E, 3M                 |
| Dean's Review/Advisory Committee                                                                                                  | 4E, 3M                      | 6E, 1M                      | 4NM, 2M, 1E            |
| Dean's Evaluation                                                                                                                 | E                           | E                           | M                      |

(2) **For the overall recommendation and vote:** Record the overall vote for promotion and tenure as yes-no-recusal-absent.

Example:

- The dean's advisory committee voted 6-1-1-0 (yes-no-recusal-absent) in favor of tenure and promotion; one member was recused.

Add a table like the one following to record votes:

| Votes                            | Yes | No | Recusal | Absent |
|----------------------------------|-----|----|---------|--------|
| Department/Primary Unit          | 7   | 0  | 0       | 1      |
| Dean's Review/Advisory Committee | 6   | 1  | 1       | 0      |
| Dean's Recommendation            | X   |    | NA      | NA     |

If the vote is not unanimous, the letter should explain the dissenting views or include a minority report submitted by the dissenting faculty, if they choose to do so. If no dissenting views were expressed, the letter should explicitly state that.

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### (C) PROMOTION TO FULL PROFESSOR REVIEW

**(1) For evaluations of the three areas:** Record vote counts (yes-no-recusal-absent) for teaching (librarianship), scholarly/creative work, and leadership/service as part of an overall recommendation. Recusals from discussion and voting should apply if there is a conflict of interest or a bias regarding a candidate, meaning that a committee member is unable to render a fair and unbiased opinion. A recused committee member cannot be present during the discussion or vote. **Abstentions are not permitted.**

In the Primary Unit evaluations, the total in the vote table should equal the number of faculty eligible to vote. Faculty who are eligible to vote but cannot vote due to departmental bylaws restrictions (e.g., the chair), participation in upper levels of review (DAC, Dean, or VCAC), or a conflict of interest should be counted as recused.

Use the designations **excellent**, **meritorious**, or **not meritorious** in Promotion to Professor evaluations by the primary unit, the dean's review/advisory committee, and the dean.

Examples:

- The primary unit voted 4-0-0-1 (yes-no-recusal-absent) for **excellent** in librarianship with four committee members voting for excellent; one member was absent.
- The primary unit voted 3-1-0-1 (yes-no-recusal-absent) for **meritorious** in scholarly/creative work with three committee members voting for meritorious and one for excellent; one member was absent.
- The primary unit voted 3-1-0-1 for **not meritorious** in leadership/service with one committee member voting for meritorious and three voting for not meritorious; one member was absent.

Add a table like the one following to record evaluations:

| Evaluation of Teaching, Scholarly/Creative Work, and Leadership/Service<br>(E = excellent, M = meritorious, NM = not meritorious) | Teaching<br>(Librarianship) | Scholarly/<br>Creative Work | Leadership/<br>Service |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|------------------------|
| Department/Primary Unit                                                                                                           | 4E                          | 3M, 1E                      | 3NM, 1M                |
| Dean's Review/Advisory Committee                                                                                                  | 4M, 3E                      | 5E, 2M                      | 5E, 2M                 |
| Dean's Evaluation                                                                                                                 | E                           | E                           | M                      |

**(2) For the overall recommendation and vote:** Add a table like the one following to record votes:

| Votes for Promotion              | Yes | No | Recusal | Absent |
|----------------------------------|-----|----|---------|--------|
| Department/Primary Unit          | 4   | 0  | 0       | 1      |
| Dean's Review/Advisory Committee | 5   | 2  | 1       | 0      |
| Dean's Recommendation            | X   |    | NA      | NA     |

**(3) For the overall evaluation:** Add a table like the one following to record the overall evaluation for Promotion to Full Professor.

Use the designations **the record taken as a whole is excellent** or **the record taken as a whole is not excellent** in Promotion to Full Professor evaluations by the primary unit, the dean's review/advisory committee, and the dean.

| Votes                            |              |            |               |
|----------------------------------|--------------|------------|---------------|
| Department/Primary Unit          | RECORD TAKEN | AS A WHOLE | IS EXCELLENT* |
| Dean's Review/Advisory Committee | RECORD TAKEN | AS A WHOLE | IS EXCELLENT* |
| Dean's Recommendation            | RECORD TAKEN | AS A WHOLE | IS EXCELLENT* |

If the vote is not unanimous, the letter should explain the dissenting views or include a minority report submitted by the dissenting faculty, if they choose to do so. If no dissenting views were expressed, the letter should explicitly state that.

\*Note that there are three criteria for promotion to Full Professor. These are found in the system Administrative Policy Statement 1022.V.K.: <https://www.cu.edu/ope/aps/1022>.

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## **(D) OTHER SITUATIONS**

In other evaluation situations, please subscribe to the examples given above as closely as possible.

**University of Colorado Denver – Office of the Provost  
Reappointment, Tenure, and Promotion Signature Form (UCD-7)**

☐ Mr. ☐ Ms. ☐ Dr.

Name (Last, First, Middle Initial)

Rank/Title

School / College / Library

Department

☐ Yes ☐ No  
Tenure Track

☐ Yes ☐ No  
Tenured

Highest Degree Awarded

Year Awarded

Institution

Years at the University of Colorado on the Tenure Track: \_\_\_\_\_

Years at the University of Colorado NOT on the Tenure Track: \_\_\_\_\_

Elsewhere (List only if approved for PRIOR SERVICE CREDIT):

Institution: \_\_\_\_\_ Years of Credit: \_\_\_\_\_ Title/Rank: \_\_\_\_\_

Institution: \_\_\_\_\_ Years of Credit: \_\_\_\_\_ Title/Rank: \_\_\_\_\_

**A. Recommendation for REAPPOINTMENT (Tenure-Track)**

(Subject to final approval by the Chancellor)

PRIMARY UNIT'S RECOMMENDATION:

Recommended \_\_\_\_\_ for \_\_\_\_\_ years (TT only) Effective date \_\_\_\_\_

Not recommended \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

DEAN'S RECOMMENDATION:

Recommended \_\_\_\_\_ for \_\_\_\_\_ years (TT only) Effective date \_\_\_\_\_

Not recommended \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

PROVOST'S RECOMMENDATION:

Recommended \_\_\_\_\_ for \_\_\_\_\_ years (TT only) Effective date \_\_\_\_\_

Not recommended \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**B. Recommendation for PROMOTION**

(Promotions subject to final approval by the Chancellor)

PRIMARY UNIT'S RECOMMENDATION:

Recommended \_\_\_\_\_ for \_\_\_\_\_ (Title/Rank) Effective date \_\_\_\_\_

Not recommended \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

DEAN'S RECOMMENDATION:

Recommended \_\_\_\_\_ for \_\_\_\_\_ (Title/Rank) Effective date \_\_\_\_\_

Not recommended \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

PROVOST'S RECOMMENDATION:

Recommended \_\_\_\_\_ for \_\_\_\_\_ (Title/Rank) Effective date \_\_\_\_\_

Not recommended \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**C. Recommendation for CONTINUOUS TENURE**

(All continuous tenure recommendations subject to final approval by the Regents)

PRIMARY UNIT'S RECOMMENDATION:

Recommended \_\_\_\_\_ Effective date \_\_\_\_\_

Not recommended \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

DEAN'S RECOMMENDATION:

Recommended \_\_\_\_\_ Effective date \_\_\_\_\_

Not recommended \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

PROVOST'S RECOMMENDATION:

Recommended \_\_\_\_\_ Effective date \_\_\_\_\_

Not recommended \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Sample Summary Table of Courses Taught and FCQs

| Course Number:               | Title of Course:     | Under-Graduate: (UG)<br><br>Grad: (G) | New Prep: (NP)<br><br>Prev. Taught # of times: (PT-X) | Co-taught: (CT)<br><br>Single:(S) | Course Format: | Number of Students:<br><br>Census: (a)<br><br>Finals Week: (b) | FCQs Course Rating:<br><br>(6 pt scale) | FCQs Instructor Rating:<br><br>(6 pt scale) |
|------------------------------|----------------------|---------------------------------------|-------------------------------------------------------|-----------------------------------|----------------|----------------------------------------------------------------|-----------------------------------------|---------------------------------------------|
| FALL 20XX                    |                      |                                       |                                                       |                                   |                |                                                                |                                         |                                             |
| FINE 1100                    | Drawing Foundations  | UG                                    | PT-1                                                  | S                                 | SA             | 15a/13b                                                        | 5.3                                     | 5.6                                         |
| FINE 3000                    | Intermediate Drawing | UG                                    | NP                                                    | S                                 | SA             | 13a/12b                                                        | 5.7                                     | 5.7                                         |
| FINE 4800                    | Senior Art Seminar   | UG                                    | NP                                                    | CT                                | S              | 15a/15b                                                        | 4.7                                     | 5.7                                         |
| SPRING 20XX                  |                      |                                       |                                                       |                                   |                |                                                                |                                         |                                             |
| FINE 4000                    | Advanced Drawing     | UG                                    | NP                                                    | S                                 | SA             | 13a/13b                                                        | 5.7                                     | 5.7                                         |
| FINE 4800                    | Senior Art Seminar   | UG                                    | PT-1                                                  | S                                 | S              | 18a/18b                                                        | 5.1                                     | 5.5                                         |
| FALL 20XX                    |                      |                                       |                                                       |                                   |                |                                                                |                                         |                                             |
| FINE 2000                    | Life Drawing         | UG                                    | NP                                                    | S                                 | SA             | 16a/15b                                                        | 5.7                                     | 5.7                                         |
| FINE 4210                    | Advanced II Painting | UG                                    | NP                                                    | S                                 | SA             | 14a/14b                                                        | 5.0                                     | 5.3                                         |
| FINE 4800                    | Senior Art Seminar   | UG                                    | PT-2                                                  | S                                 | S              | 19/19                                                          | 5.2                                     | 5.4                                         |
| FINE 4840                    | Independent Study    | UG                                    | PT-1                                                  | S                                 | IS             | 1a/1b                                                          | 5.8                                     | 5.9                                         |
| SPRING 20XX                  |                      |                                       |                                                       |                                   |                |                                                                |                                         |                                             |
| FINE 2200                    | 2-D Design           | UG                                    | NP                                                    | S                                 | SA             | 15a/15b                                                        | 5.0                                     | 5.2                                         |
| FINE 2200                    | Painting I           | UG                                    | NP                                                    | S                                 | SA             | 18a/17b                                                        | 5.3                                     | 5.4                                         |
| Overall Average FCQ Ratings: |                      |                                       |                                                       |                                   |                |                                                                | 5.31                                    | 5.55                                        |

### KEY: Course Type

|                                 |                                   |                      |                                   |                          |                           |
|---------------------------------|-----------------------------------|----------------------|-----------------------------------|--------------------------|---------------------------|
| <b>L</b> (Lecture)              | <b>LL</b> (Lecture/Lab)           | <b>ML</b> (Main Lab) | <b>S</b> (Seminar)                | <b>SA</b> (Studio: Art)  | <b>SM</b> (Studio: Music) |
| <b>PI</b> (Private Instruction) | <b>FI</b> (Field Instruction)     | <b>P</b> (Practicum) | <b>CE</b> (Cooperative Education) | <b>TS</b> (Travel Study) |                           |
| <b>MT</b> (Master's Thesis)     | <b>DD</b> (Doctoral Dissertation) | <b>R</b> (Research)  | <b>IS</b> (Independent Study)     |                          |                           |
| <b>HY</b> (Hybrid)              | <b>OL</b> (Online)                |                      |                                   |                          |                           |

Note: Starting in the Fall of 2018 scores use a 5-point scale rather than a 6-point scale