

Dossier Checklist: Hire with Tenure (Denver Campus)

Candidate's Name: _____

Action: Tenure Promotion

School/College: _____

Current Rank/Title: _____

A candidate's dossier should be presented in a **single three-ring binder, no larger than three inches**. Items on this checklist are listed in their required order in the binder. Each item is to be clearly tabbed.

- Completed dossier checklist**
- Signature form**
- CU Denver Primary Unit criteria**
- Candidate's current institution tenure/promotion criteria**
- CU Denver official offer letter**
- Current curriculum vitae**
- Evidence of meritorious or excellent teaching (librarianship)** (*e.g., peer reviews of teaching/librarianship, student evaluations, syllabi, curriculum development documentations, mentoring documentations, awards*)
- Evidence of meritorious or excellent research/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 (librarianship), research/creative work, and leadership/service***
 - if vote is not unanimous, explanations and minority reports may be added**
- First level review/Dean's advisory/review committee recommendation and vote***
 - if vote is not unanimous, explanations and minority reports may be added**
- Dean's recommendation* including the three required points enumerated in *Campus Administrative Policy 1021: Hire with Tenure (July 1, 2019)***
- Letters of Recommendation** (*as appropriate to the situation*)
 - Situation A: Copy of the official letter granting the candidate tenure at the current institution**
 - 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**

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

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

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*** carefully indicates the acceptable terms to evaluate performance in teaching (librarianship), research/creative work, and leadership/service.