

Dossier Checklist: Hire with Tenure (CU Denver) 2023-24

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

CU Denver official offer letter

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 not unanimous, explanations and minority reports may be submitted

Dean's review/advisory committee recommendation and vote*

if vote not unanimous, explanations and minority reports may be submitted

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.