

## **NAMING CONVENTIONS 2025-26**

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

<b>Dossier Component</b>	<b>File Name</b>
Dossier Checklist	01_LastNameFirstName_Checklist
UCD-7 Signature Form	02_LastNameFirstName_SignatureForm
Primary Unit Criteria	03_LastNameFirstName_PrimaryUnitCriteria
Primary Unit Criteria Version Agreement	03a_LastNameFirstName_PUCVersionAgreement
Initial Offer Letter	04_LastNameFirstName_InitialOfferLetter
Previous RTP/Personnel Actions	05_LastNameFirstName_PreviousRTP_PersonnelActions
Pandemic Impact Statement (optional)	06_LastNameFirstName_PandemicImpactStatement
External Impact Statement (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) Materials	13_LastNameFirstName_SupportingTeachingMaterials 13a_LastNameFirstName_FCQSummaryChart 13b_LastNameFirstName_FCQSummaries
Supporting Scholarly/Creative Work 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) (*only for cases reconsidered by schools/colleges/library)	24_LastNameFirstName_ReconsiderationRecommendations
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## 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