

Vice Chancellor's Advisory Committee (VCAC) Guidelines for Dossier Preparation

Preamble: This guide has two parts to help you assemble a dossier that conforms to the expectations the VCAC has for an easy-to-read and, thus, easy-to-evaluate dossier. Not preparing a dossier properly can delay the process, sometimes to the detriment of a candidate.

The first part of this guide indicates how all dossiers should be organized and tabbed. The second part addresses how letters in the dossier should be presented in terms of terminology and organization. Both are essential in dossier preparation and apply not only to candidates in their dossier preparation, but to primary units and schools/colleges. Complying with these recommended guidelines will tend to increase the VCAC's confidence that the primary units and schools/colleges have done due diligence in understanding and applying campus and system-wide policies and procedures for faculty evaluation.

The dossier checklists on the next pages require that items be placed in the dossier in a particular order. The ordering applies to reappointment/comprehensive review, promotion, and tenure dossiers (*Dossier Checklist: Reappointment, Tenure, and Promotion*) as well as hire with tenure dossiers (*Dossier Checklist: Hire with Tenure*). Dossiers not conforming to the checklist order will be returned for remediation before they are considered by the VCAC. We recognize that certain dossiers may not have all the items that are indicated below, but the ordering of what is placed in the dossier should follow the guidelines given.

In addition to the required ordering, every dossier must be clearly tabbed and every section within a tab that has multiple items must have the multiple items clearly separated. An example of this is the section of external letters, where every letter needs to be separated by some means like a sheet of heavy, colored paper. The VCAC spends a great deal of time on every dossier. It needs to be able to find things easily to avoid delay.

PDFs of the system and Denver campus policy documents on reappointment, promotion, and tenure can be found at:

http://www.ucdenver.edu/faculty_staff/faculty/faculty-affairs/policies-forms/Documents/new%20SPP.pdf

http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/OAA/RT P.pdf

Dossier Checklist: Reappointment, Tenure, and Promotion

Candidate's Name: _____

Action: Reappointment Comprehensive Review Tenure Promotion

School/College: _____

A candidate's dossier must be presented in **no more than three, three-ring binders**. If a candidate submits multiple binders, the case for reappointment, tenure, and promotion must be made in Binder #1, with supporting materials in the remaining binder(s). Items on this checklist are listed in their required order. Each item is to be clearly tabbed as such. This is all that should be in Binder #1.

- Completed dossier checklist
- UCD-7 form
- Primary unit criteria
- Initial offer letter
- Previous RTP and personnel actions, if any

Candidate's current vita (*The VCAC often finds that CVs are not clearly presented. **Strategies for Success** has a template that should be followed. Clear indications of pagination in published works, clear delineations of refereed work, and clarity about what has been published, what is in press, and what is in progress are essential features of a properly presented CV. In addition, placing dates for all activities including published works on the left margin in **bold** makes reading a dossier much easier as does conforming to a **12 point font size**. Faculty in the creative arts have more leeway, but clarity is an absolute requirement.*)

- Candidate's teaching statement
 - FCQ summaries – a summary document for all courses taught
- Candidate's research statement
- Candidate's service statement

(Other materials supporting teaching, research, and service should be placed in logical places in binder #2 or 3. There has developed a tendency to place too much material in binders. The VCAC does not view this positively. They believe that clear, concise materials need to populate dossiers, but that too much material actually can be harmful to critical reading of a case.)

- Supporting Teaching Materials (to be placed in supplementary binders)
 - FCQs in separate binder number ____ (Schools and Colleges have discretion in terms of very large courses, but need to submit unbiased, representative samples of FCQs)
 - Other supporting teaching materials in separate binder number ____
 - Supporting Research/Creative Scholarly Materials in separate binder number ____
 - Supporting Service Materials in separate binder number ____

- Primary unit recommendation and vote (see *Letter Writing Requirements for Dossiers* *)
 - if vote is not unanimous, an explanation of negative votes is required and a minority reports may be added (*If there is no minority report, please do not include an empty tabbed section*)

Primary unit analysis of teaching (*subcommittee report if relevant*) (*Teaching documentation requires peer reviews of teaching, other multiple methods of teaching evaluation, and critical, relevant teaching analyses*)

Primary unit analysis of research (*subcommittee report if relevant*)

Primary unit analysis of service (*subcommittee report if relevant*)

First level review/Dean's advisory committee review and vote (see *Letter Writing Requirements for Dossiers*^{*}) (*an independent analysis at this level is required*)

if vote is not unanimous, explanations and minority reports can be added (helpful, but not required)

Dean's recommendation^{*}

The following information in tabular form needs to be included for all tenure cases:

Total number of non-tenured, tenure eligible faculty in unit

Total number of tenured faculty in unit if this request is approved

Total number of full-time instructors/senior instructors in unit

External letters

Two lists (candidate's and primary unit's), with indication of who responded

Explanation of how reviewers were chosen

Copy of the letter(s) sent to the external reviewers

Number of reviewers meets requirements **explanation if requirement not met**

Ratio meets requirements **explanation if requirement not met**

Copies of External Reviewers' vitae (to be placed in a tabbed section separate from the external letters with a clear separations between CVs)

ALL Signatures

I have reviewed this candidate's dossier and affirm that it is comprised of _____ binders, is complete, and is consistent with University policy.

Dean's Signature _____ **Date** _____

^{*} Note that *Letter Writing Requirements for Dossiers* carefully indicates what are the acceptable terms to evaluate performance at each level. Thus, reappointment/comprehensive review evaluation of teaching, research, and service differ from promotion and tenure evaluations.

Dossier Checklist: Hire with Tenure

Candidate's Name: _____

Action: Tenure Promotion

School/College: _____

A candidate's dossier should be presented in a **single three-ring binder**. Items on this checklist are listed in their required order in the binder.

Completed dossier checklist

UCD-7 form

Primary unit criteria

Official offer letter

Previous RTP and personnel actions

Situation A: Copy of the official letter that granted the candidate tenure at his/her current institution

Situation B: Copy of the official letter that granted the candidate tenure at his/her current institution AND three external letters of evaluation for promotion to the rank of Professor

Situation C: Copy of the official letter that granted the candidate tenure at his/her current institution AND copy of the official letter that granted the candidate the rank of Professor at his/her current institution

Situation D: Copy of the official letter that granted the candidate his/her current rank at his/her institution AND three external letters of evaluation for the award of tenure

Primary unit recommendation and vote including analysis of teaching, research, and service*

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

First level review/Dean's advisory committee review and vote*

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

Dean's recommendation* **to include four required points enumerated in the Campus Administrative Policy on *Faculty Hires with Tenure* (July 1, 2010)**

The following information in tabular form needs to be included:

Total number of non-tenured, tenure eligible faculty in unit

Total number of tenured faculty in unit if this request is approved

Total number of full-time instructors/senior instructors in unit

Total number of lecturers in unit

Candidate's current vita

Evidence of candidate's meritorious or excellent teaching (e.g. peer reviews of teaching, student evaluations, syllabi, curriculum development documentations, mentoring documentations, awards)

Evidence of candidate's meritorious or excellent research or creative work (three publications or other supporting documentation are sufficient)

Evidence of candidate's meritorious or excellent service

ALL Signatures

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 what are the acceptable terms to evaluate performance in teaching, research, and service.