

STRATEGIES FOR SUCCESS

A Mentoring Manual for Tenure Track Faculty



August 2016

Office of the Provost

Office of the Associate Vice Chancellor for Academic and Student Affairs

Division of Faculty Affairs and Undergraduate Enrichment



University of Colorado
Denver

Table of Contents

Letter from the Provost	5
The Path to Reappointment, Tenure, and Promotion	6
Teaching is Fundamental	6
Research and Creative Work	8
What is Research? What is Creative Work?.....	8
Developing an Agenda	9
Maintaining and Sustaining Research.....	10
Maintaining and Sustaining Creative Work	11
Preparing for Publication, Performance, or Exhibition.....	12
Obtaining Financial Resources to Support your Research/Creative Work	12
Internal Support for Research and Creative Work at CU Denver	13
Center for Faculty Development (CFD	13
Office of the Vice Chancellor for Research	13
Schools and Colleges.....	14
Office of Research Services (ORS):.....	14
Office of Research Development and Education (ORDE):	14
Office of Grants and Contracts (OGC	14
Department of Environmental Health and Safety (EHS):.....	15
Office of Regulatory Compliance:	15
Relationship Building: Increasing the Visibility of Your Research/Creative Work.....	15
Primary Unit	15
CU Denver and University of Colorado Communities.....	15
National and International Network	16
Service	16
University Service.....	16
Public Service	17
Community Service.....	17
Service to the Profession	17

Keeping Records of Activities and Accomplishments	17
Documentation of Teaching	17
Documentation of Research/Creative Work	18
Documentation of University and Public Service Activities	18
Summary of Advice	19
The RTP Review Process	20
RTP Policies	20
Denver Campus Policy on Reappointment, Tenure, and Promotion	20
University of Colorado Standards, Processes and Procedures for Appointment, Reappointment, Tenure, and Promotion	20
University of Colorado Board of Regents Policy on Reappointment, Tenure, and Promotion	20
University of Colorado Policy on Post-Tenure Review	20
Stages of the RTP Review Process	20
Pre-Tenure	20
Dossier	21
Tenure Review and Beyond	22
Levels of the RTP Review Process	24
Primary Unit Review	24
First Level Review: College, School, or Library	24
Second Level Review: Vice Chancellor’s Advisory Committee (VCAC)	25
Third Level Review: President	25
Final Decision	25
Appendix A: Syllabus Policy	26
Appendix B: Syllabus Template	28
Appendix C: Developmental Stages of Scholarly Teaching	35
Appendix D: Sample Summary of Courses Taught and FCQs	36
Appendix E: Office of Research Services Information	37
Appendix F: CV Format	38
Appendix G: Important Links to Policies and Resources	40
Appendix H: Sample Letters for External Reviewers	41

Appendix I: Dossier Overview.....48
Appendix J: VCAC Guidelines for Dossier Preparation.....51
Appendix K: Letter Writing Requirements for Dossiers.....57

Letter from the Provost

August 15, 2016

Dear Faculty Colleague:

I am delighted to welcome you to the University of Colorado Denver. I hope that your years with us will be filled with rewarding and successful teaching, research/creative work, and service to the university and your profession.

My colleagues and I in the Provost's Office and in particular the Office of the Associate Vice Chancellor for Academic Affairs are pleased to provide you with *Strategies for Success*. This manual is designed to be a virtual mentor, providing advice and guidance as you pursue your career here, develop your skills as a teacher and researcher, provide service to various communities, and prepare yourself to be considered for reappointment, tenure, promotion, and leadership roles in the university.

Strategies for Success includes: (1) sections on teaching, research and creative work, and service; (2) an overview of the retention, tenure, and promotion (RTP) review process at all levels; and (3) appendices that contain materials to help you organize and prepare a faculty dossier. It is our hope that the information in *Strategies* will be useful throughout your faculty career.

This office has published *Strategies for Success* for many years. This year's edition was updated by Margaret Wood, Director for the Center for Faculty Development (CFD), Laura Goodwin, Associate Vice Chancellor for Academic Affairs, and Robert Damrauer, Chair of the Vice Chancellor's Advisory Committee (VCAC). Please contact the CFD, your department chair, associate dean, or dean about the material provided here or about any questions you might have about your faculty career at CU Denver.

I look forward to meeting and getting to know you and extend my very best wishes for an enjoyable and successful future at our university.

Sincerely,



Roderick Nairn, PhD

Provost and Executive Vice Chancellor for Academic & Student Affairs
University of Colorado Denver | Anschutz Medical Campus

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The Path to Reappointment, Tenure, and Promotion

Career success in academia is based on your engagement in three areas of activity: scholarship, teaching, and service. As a faculty member at the University of Colorado Denver you will be expected to make substantive contributions to your field, contribute to the learning of students through high-quality teaching, and provide service to professional, university, departmental, and /or local communities. Your activities in these three realms – scholarship, teaching, and service – will provide the framework through which your professional work will be evaluated. In the sections that follow you will find practical advice that will help you to excel in each of these areas.

Teaching is Fundamental

The student body at the University of Colorado Denver is very diverse. We have traditional as well as non-traditional and first-generation undergraduate students. We have a relatively large proportion of graduate students. (The fall 2015 Denver headcount enrollment totaled 18,417 students; of these, 10,498 were undergraduate students and 7,919 were graduate students.) Many of the students are the same age or older than their faculty instructors. Many are working professionals with college degrees. Our students demand high quality instruction, and CU Denver takes great pride in delivering it.

Demonstration of successful teaching is a high priority and essential for reappointment, tenure, and promotion. Demonstration of proficiency as a teacher requires a high degree of planning, development, and documentation that is similar to demonstration of successful research and creative achievements. The director and faculty fellows of the Center for Faculty Development (CFD), the tenure-track mentors, department chairs or division coordinators, and colleagues are all available to assist you to become a successful teacher and to document successful teaching for review purposes.

Teaching excellence may be defined not only by the interactions between teacher and students in the classroom but also by the many ways we engage in teaching. Activities related to instruction (e.g., course design, developing activities and assignments, creating learning assessments, grading/assessing student work), program design/enhancement, student advising and mentoring (e.g., faculty advisor for student clubs, fostering student professional development), personal professional development, and conducting research on pedagogy taken together can demonstrate such excellence. No one category is sufficient; excellence is demonstrated by the breadth and depth of a multitude of teaching-related activities.

Proper documentation is essential to the demonstration of successful teaching. Although the temptation may be to rely first and foremost on student evaluations, the university requires that primary units use multiple means of evaluation. Candidates who keep careful records make this process easier. Candidates should also review primary unit criteria and familiarize themselves with their primary unit's expectations for "meritorious" and "excellent" teaching. Conversations with your department chair, division coordinator, or the director of the CFD about standards and criteria may also be helpful.

Ways to demonstrate and document teaching excellence include a brief abstract (250 words maximum) for each course, which can be very useful to you, to students, and to colleagues. The abstract should specify (1) the purpose of the course, (2) what you want students to know after completing the course, (3) what primary methods you use to teach students, (4) how you will assess what students learn, and (5) how you will evaluate your own success in meeting these goals. While this exercise does not take the place of a syllabus, (see Appendix A: Syllabus Policy and Template) it encourages you to formulate and articulate your philosophy of teaching and to address the essence of what review committees need to know and may ask about the courses you have taught. Research-based frameworks for scholarly teaching should be considered and studied when reflecting and developing one's teaching (see Appendix B: Scholarly Teaching). The faculty at the University of Colorado are required to use a common form to survey student satisfaction with teaching and learning in each course. At the present time, the Denver Campus uses the University of Colorado Faculty Course Questionnaire (FCQ). A summary table of courses taught and student ratings from the FCQs (see Appendix C) must be included in the dossier that you prepare for your reappointment, tenure, and promotion (RTP) reviews. The actual evaluations forms must be included in a supplementary binder submitted with the dossier. Also helpful to include in the dossier are the results of value-added assessments to validate content learning, and reviews from your chair or from colleagues who have substantial first-hand knowledge of your teaching. For assistance in designing value-added assessment instruments for the courses you teach, contact the director of the Office of Assessment, Dr. Kenneth Wolf, at 303-315-3034 [<kenneth.wolf@ucdenver.edu>](mailto:kenneth.wolf@ucdenver.edu).

To provide colleagues with the opportunity to become familiar with your teaching, you may want to give a colloquium to display your lecturing abilities, give guest lectures in your colleagues' classes, or ask colleagues to do a classroom observation and peer review of your teaching. At least two years prior to your comprehensive review and your tenure review, begin to request that your colleagues visit your classes. Begun early, peer reviews included in your dossier will document a history of your efforts to improve and enhance your teaching by seeking out the feedback and advice of faculty colleagues and mentors.

If your initial course and instructor evaluations reveal areas of your teaching that you would like to improve, contact the director of the Center for Faculty Development (CFD) at 303-315-3030 who can help you interpret the evaluation results, discuss strategies for improving your teaching and can pair you with a teaching mentor if that seems desirable. Other strategies that can help you explore ways to enhance your teaching include consulting with colleagues known to be effective teachers and observing their class sessions: faculty distinguished as the President's Teaching Scholars, faculty fellows from the CFD, and recipients of the Denver Campus Teaching Excellence awards. You may also wish to take advantage of the books about teaching and learning found in the CFD library (#320 Lawrence Street Center), and to regularly attend CFD professional learning opportunities. Your committed efforts to

improve your teaching will speak positively for you, especially if your FCQ evaluations improve. Consider participating in the President's Teaching and Learning Collaborative (PTLC). The PTLC (<http://www.colorado.edu/ptsp/ptlc/>) offers faculty an opportunity for professional development and the experience and intellectual practice of work in two scholarly endeavors: teaching and research. The PTLC seeks to promote the practice of inquiry in teaching and measuring student learning.

Teaching does not end in the classroom. Research shows that the trait that most characterizes outstanding teachers is the manner in which they interact with students outside of class sessions. If you spend substantial amounts of time outside of the classroom working with and supporting students, be sure to give yourself proper credit in your dossier. Activities that follow in this category of teaching include tutoring and advising; supervising independent studies; giving assistance to students applying for employment, internships, and graduate study; sponsoring or engaging in other activities with academic clubs; supervising non-credit or preliminary research; serving on students' thesis and dissertation committees; and leading students in non-credit activities such as field trips or travel to professional meetings.

Document all the teaching services you provide, such as engaging in special efforts in class preparation, including materials and equipment maintenance; strengthening campus media and library resources; soliciting donations of materials for courses; building guest speaker networks; and participating in program work (e.g., designing new courses and programs, mentoring instructors and lecturers, community outreach).

Document the teaching-oriented professional development activities in which you participate. These types of professional development activities may include your consultations with the director of the CFD, mentors from the CFD Tenure-Track Mentoring program, and colleagues; participation in meetings, conferences and workshops on teaching; membership in organizations that focus on teaching; any writing, editing, reviewing, or researching for your own discipline's pedagogy; use of new teaching strategies; development of and teaching online, accelerated (e.g. Maymester, summer condensed formats) and alternative-format courses; application of technology to enhance students' learning and experience; and initiation of and assistance with campus activities that promote better teaching or a better teaching environment.

Research and Creative Work

What is Research? What is Creative Work?

In traditional academic disciplines, research is compiled into a record of scholarly publications—typically peer reviewed books, book chapters, articles, and conference proceedings. These publications are evaluated both in terms of quantity and quality. Evaluators ask questions about average annual productivity and the importance of the scholarly venues. Traditional academic research is peer

reviewed, and evaluators want to know whether the research in question has had a demonstrable impact upon the field.

Creative work is also compiled into a record that can be evaluated in terms of its quality and quantity. It, too, has to be peer reviewed, and evaluators want to know what impact it has had on the field. Exhibitions, musical performances, design competitions, patent applications and other forms of creative work do not assume value simply because they have occurred. Creative work, much like research activity in traditional academic disciplines, happens within a community that assigns value to it. Artists, musicians, actors, and architects must ascertain the stature and significance of the venues at which the work is exhibited or the performances occur and seek out opportunities of the highest caliber.

You are strongly advised to carefully review the RTP criteria of your department/unit/college at the onset of your appointment to ensure that you are familiar with specific criteria, requirements and recommendations regarding the documented research/creative work accomplishments and endeavors that will garner a meritorious or excellent evaluation.

Developing an Agenda

It is essential for you to develop an overall plan for the development of your research or creative work with each year spent working toward a subset of the overall goals. You must set priorities and organize what you want to accomplish by the comprehensive review and what you need to have completed by the time of your tenure and promotion evaluation. Typically, a comprehensive review takes place in the fourth year and the review for tenure and promotion during the seventh year.

Your research/creative work will be evaluated for evidence of growth, impact on the field, originality, and future promise. Your work needs to evolve, expanding beyond the scope of graduate and/or postgraduate study, and it is important to build a cohesive body of work that represents a sustained focus. Each discipline varies in terms of the kind of research contribution it most values, be it a book or journal article, and be it empirical or theoretical work. Papers published in premier journals within your field more often become more cited than those in lesser journals; it is worth remembering that citation frequency of your published work is certainly an important measure of the impact your scholarship. If you have questions about which publications outlets, or exhibition/performance venues, are most valued in your discipline, ask your colleagues at CU Denver and beyond.

The University of Colorado administrative policy statement, The Professional Plan for Faculty (see: <https://www.cu.edu/policies/aps/academic/1011.html>), requires all faculty members to develop a Professional Plan. The Professional Plan is intended to serve as the basis for discussions among faculty colleagues and to ensure that all faculty are working toward the goals of the unit. You should have your Professional Plan prepared for submission early in the spring semester of the first year of your appointment and submit annual updates each spring. However, successfully completing the goals of the

Professional Plan and annual merit review does not necessarily insure reappointment or tenure and promotion. For more information, please refer to the RTP Review Process

To ensure that the time you devote to research/creative work is maximized throughout the RTP timeframe, it is helpful to have a long-term plan for action with specific short-term goals.

The following strategies can help you achieve your goals:

- Choose research topics or creative work activities that can be pursued at the Denver Campus;
- Select topics for research/creative work that you and trusted peers deem important within the field, and worthy of your attention and effort;
- Allot and spend significant time for research/creative activities each week;
- Select collaborators and mentors when appropriate, who will help you achieve your goals.
- Communicate regularly with your department chair and colleagues about what you are doing;
- Establish deadlines and adhere to them;
- Make and nurture contacts with significant contributors in your area of research/creative work;
- Secure funds to support your research/creative work and endeavors. Utilize the services of the office of Research Development and Education (ORDE)
- Utilize the services and grant programs (Young Upwardly Mobile Professors) of the Center for Faculty Development.

Maintaining and Sustaining Research

If you have recently completed your doctorate, it is appropriate and relatively easy to develop one or more articles for publication from your dissertation. You are exceedingly familiar with this work and you should find working with the material a comfortable first venture into the publishing world. Once you have published something, you will feel more confident about developing a more sophisticated research agenda. It is essential for reappointment and for tenure and promotion that your research is not derivative of earlier research and includes significant accomplishments subsequent to your appointment at CU Denver.

Plan your research agenda around semesters and courses and also around the best times to collect data or assemble materials; around deadlines for conferences and grant submissions; and around the best times to analyze data and write. For example, if you are faced with particularly heavy teaching responsibilities one semester, determine how you can use your time weekly to collect data, do library research, or analyze the problem. Then, when open blocks of time become more available, you are ready to begin writing or to undertake other activities that require more time.

Some faculty members suggest working on three projects in different stages of completion at the same time: collecting data, analyzing data, and writing. In this way, you are always working and will be

continuously producing manuscripts to submit for consideration for publication. Evaluators are often impressed by consistent research productivity.

Schedule blocks of time to work on your research activities. Some people work best in whole-day blocks of time and others find a certain time of day better for writing. Schedule meetings and appointments with these considerations in mind, making sure you earmark sufficient, as well as high quality time for your research activities. Do not be diverted by reading your email or answering correspondence during the time you have designated for your research activities.

Engaging undergraduate or graduate students in your research pursuits, thereby integrating teaching and research, will enable you to enjoy much longer periods of time on your research work, will provide you with much needed assistance in certain aspects of the research and will add a new dimension to your scholarship. In choosing journals for publication, make conscious decisions about the particular audience you wish your work to reach. Have your manuscript finely tuned in format as well as substance before submitting it for publication. Be certain it is appropriate for the particular journal to which you plan to submit it. It takes time to revise and resubmit an article.

Several rules generally hold across disciplines. For example, the publication of popular books and textbooks is not as valued as greatly as other research endeavors. Writing a textbook is usually viewed as teaching, rather than research work, unless colleagues' letters attest to its research contributions.

One way to maintain and sustain research is to work collaboratively, especially across disciplines. Work done in collaboration with others can be difficult to evaluate without explanation from you. Make certain to explain in your dossier the nature of your independent contribution to a co-authored article, project or creative endeavor. For all co-authored products, provide an explanation of the role of each co-author and the meaning of the order of the names of co-authors. Letters from co-authors may be helpful. It is particularly important to explain your role in relation to co-authors who are students.

Maintaining and Sustaining Creative Work

Many of the suggestions in the preceding sections also apply to creative work: planning and scheduling your work around courses, semesters, submission deadlines for exhibitions, the best times for you to engage in creative activities; planning sufficient blocks of time to work; not being distracted from your planned schedule; and involving students in your creative endeavors.

Your creative work may also lead to the following valued products: a DVD or video for non-profit and/or commercial distribution; design competition entries and awards; planning and design awards; the publication of books, monographs, reports, and reviews that are important to the field; computer software; website-designs; professional commissions; built projects and approved longer-range plans that have been well-received. As with colleagues engaged primarily in research, you need to know what

your creative discipline values and focus your creative work, if appropriate, on those activities and associated products.

As with research, your creative work will be evaluated for evidence of growth, impact on the field, originality, and future promise. Your work also needs to evolve, expanding beyond the scope of graduate and/or postgraduate study and to build a cohesive body of work that represents a sustained focus.

Preparing for Publication, Performance, or Exhibition

CU Denver colleagues or colleagues in your field at other institutions can advise you about the valued criteria for achievement in your field and about the reputation of journals, competitions, professional awards, exhibition, and performance spaces. Your colleagues can also provide advice on drafts of your papers, creative work, or design work before you submit to journals or competitions. Be sure to seek advice in this area, whether it comes from campus or external sources.

It is important to publish or display your work promptly so that interested scholars can learn about it, cite it, and provide helpful critical feedback that will aid in shaping your future work. Do not wait until a book is completely finished before earmarking a piece (perhaps a pilot piece) for professional feedback.

Early in your career, begin the process of building visibility and keeping the door open for important criticism to which you may need to respond to in your work. If publication or exhibition is important in your field, prepare your work for the most respected peer-reviewed journals or esteemed galleries. The prestige of the journal or arts venue influences the assessment of your scholarly work.

Obtaining Financial Resources to Support your Research/Creative Work

In some disciplines faculty members simply cannot succeed in their research/creative work without obtaining major funding, almost always requiring applications for grants or contract funds from external sources. Even in fields such as the arts and humanities where funding has been historically relatively low, faculty members can benefit enormously from fellowships for summer work, study leaves, travel funds and student support funds available at the school or college level. Depending on the departmental by-laws, faculty members may be expected to exert efforts to obtain such funding through grant writing. The university offers a number of small internal grants through the Office of Research Services (ORS). Workshops conducted by Office of Research Development and Education (ORDE) can help with grant writing and share tips on obtaining and sustaining support for your research/creative work. The Office of Grants and Contracts (OGC) and sub-offices within the Office of Research provide guidance and support for submitting and grants and contracts that are compliant with national requirements. The details of services and internal grants offered are described in the next sections and in the appendix material.

Internal Support for Research and Creative Work at CU Denver

Center for Faculty Development (CFD)

The CFD provides funds and administers several internal grants programs. The grants programs for faculty on the Denver Campus include the YUMPs (Young Upwardly Mobile Professors) program, and the Faculty Development Grants. For more information about these and other programs visit the CFD website: http://www.ucdenver.edu/faculty_staff/faculty/center-for-faculty-development/Pages/default.aspx, or contact the center's director, Margaret C. Wood at 303-315-3030 (or via email at margaret.c.wood@ucdenver.edu).

Office of the Vice Chancellor for Research

Investigators at CU Denver I Anschutz submitted over 3847 proposals and received awards totaling more than \$410 million during fiscal year 2013.

For more information about the research functions at CU Denver, see:

<http://www.ucdenver.edu/about/whoweare/chancellor/vicechancellors/research/pages/>

Staff of the Office of Research at CU Denver I Anschutz include:

Richard Traystman	Vice Chancellor for Research	Paula McGuigan, Executive Assistant 303-724-8155 paula.mcguigan@ucdenver.edu
Robert Damrauer	Associate Vice Chancellor for Research and Creative Activities	Carie Carroll, Executive Assistant 303-315-5826 carie.carroll@ucdenver.edu
Michael Jenson	Assistant Vice Chancellor for	Carie Carroll, Executive Assistant 303-315-5826 carie.carroll@ucdenver.edu
Ethan Carter	Director, Department of Environmental Health and Safety (EHS)	JC Lexow, Administrative Assistant 303-724-0345 jclexow@ucdenver.edu
Amy Gannon	Director, Office of Grants and Contracts (OGC)	Lynne Wells, Program Assistant 303-724-0097 lynne.wells@ucdenver.edu
Alison Lakin	Assistant Vice Chancellor for Regulatory Compliance	Loretta Rester, Executive Assistant 303-724-1010 loretta.rester@ucdenver.edu
Lynette Michael	Director, Office of Research Development and Education (ORDE)	303-315-5822 lynette.michael@ucdenver.edu
Naomi Nishi	Assistant Director, Office of Research Development and Education (ORDE)	303-315-5825 naomi.nishi@ucdenver.edu
Stefan Reiss, Sr.	Research Development Analyst	303-315-0029 stefan.reiss@ucdenver.edu

Schools and Colleges

Support for your research efforts is available from both your school/college and the Office of Research Services. School or College research support staff members can give advice as to contacts for finding grant opportunities, assistance in preparing budgets, contacts for meeting compliance requirements (e.g., use of human subjects or animals in research) for a particular project, help in interpreting details regarding the written requirements for a particular granting agency and interfacing with OGC.

College of Architecture and Planning	Brittany Lopez-Thrasher brittany.lopez-thrasher@ucdenver.edu
College of Arts & Media	Stephanie Kelly stephanie.kelly@ucdenver.edu
School of Business	Connie Amen connie.amen@ucdenver.edu
School of Education and Human Development	Bolormaa Begzuren bolormaa.begzsuren@ucdenver.edu
College of Engineering	Kathryn Broko kathryn.broko@ucdenver.edu
College of Liberal Arts and Sciences	Carol Achziger carol.achziger@ucdenver.edu
School of Public Affairs	Lauren Rogers lauren.rogers@ucdenver.edu

Office of Research Services (ORS):

ORS provides faculty development resources targeted at enhancing faculty research and creative work. Faculty will want to take advantage of the ORS internal grant competitions (see website for details). This office also offers faculty proposal support. Contact Stefan Reiss <stefan.reiss@ucdenver.edu>.

Office of Research Development and Education (ORDE):

As a part of ORS, ORDE offers personalized fund searching for individual faculty projects and a Faculty Seminar Series addressing funding source location and proposal development topics and other services to CU Denver/Anschutz faculty (see *Appendix E*). For further details, consult the ORDE website.

Office of Grants and Contracts (OGC):

This office assists faculty, administrators and staff in fulfilling the research mission of CU Denver | Anschutz Medical Campus by providing guidance about the sponsored project process. Services provided by OGC (See: *Appendix E*) include grant proposal routing and award set-up, contract and subcontract negotiation, management of post-award financial and non-financial requirements, sponsored project accounting and gift accounting. Specific guidance and information is available at the OGC website. Be sure to reference training requirements for Principal Investigators at this website and complete those training requirements prior to submitting a grant or contract proposal. OGC

representatives are available to assist you at the Denver Campus office (LSC 300). You can reach OGC representatives at 303-724-0090.

Department of Environmental Health and Safety (EHS):

This unit provides comprehensive environmental, health and safety services to CU Denver researchers and staff. Details are available on the EHS website:

Office of Regulatory Compliance:

The office oversees the approval processes for working with human subjects and carrying out research with animals and related government-imposed regulatory matters. They provide training for the faculty in each of these areas to ensure that sound and ethical work practices are followed when conducting any type of Study, whether funded or not. A representative from the compliance group is on the Denver Campus on Monday and Wednesday (LSC 300) to advise on human subjects research matters. Call 303-315-2732 for details. Further information about the services of Regulatory Compliance, consult their website

Relationship Building: Increasing the Visibility of Your Research/Creative Work

Primary Unit

In the College of Liberal Arts and Sciences, the College of Engineering, the College of Architecture and Planning, and the College of Arts & Media, the primary unit is the department (e.g., Chemistry, Economics, English, Mathematics, Psychology, Civil Engineering, Computer Science and Visual Arts). In the Business School, the School of Education and Human Development and the School of Public Affairs, the primary unit is the entire college or school. The Auraria Library is a primary unit.

Get to know colleagues in your unit. When the primary unit votes on your reappointment, tenure and promotion, your colleagues' familiarity with you and with your work is vital. This familiarity begins with your Professional Plan and is based not only on their taking the time to read, view, or listen to your work, but also on their sense of you as lively, responsive, and active in your research or creative work. Colleagues can help you by discussing your ideas with you, encouraging you about what is new enough and valuable enough to write or create, advising on the best journals or competitions, reviewing and criticizing drafts, and suggesting you for important conferences, exhibitions, etc.

You should consult with your chair (or division coordinator) and mentor/s regularly about professional choices, making sure that you know the criteria for advancement, what are considered the best refereed journals or galleries, and what is "normal" productivity. Your chair and mentor/s play an important role in monitoring the evaluation process and in interpreting the primary unit vote. You need to keep your chair and mentor/s informed about your accomplishments and you need their advice in making choices.

Pay attention, too, to the results of your annual evaluations or merit reviews. The results of these reviews should give you helpful information about your chair's and/or dean's perceptions of your strengths and positive accomplishments, as well as areas needing attention or improvement.

CU Denver and University of Colorado Communities

Colleagues outside your primary unit will eventually evaluate your work. Get to know colleagues in other disciplines and other schools or colleges. Particularly get to know colleagues who engage in

research or creative activities related to your own. College/school/Library committee service is important and useful for an untenured faculty member. Participation with the faculty assembly committee or council is a good way to get to know your colleagues in other colleges and schools on the Denver Campus. Be careful that committee work does not significantly impact the time you need to devote to your research/creative work. Taking on the responsibility as a committee chair or serving on a search committee may be too time-intensive if you are on the tenure track. If you have any questions about which service opportunities to select, consult your chair, mentor/s, associate dean, or dean for advice.

National and International Networks

Attendance at conferences and workshops helps you establish contacts. The presentation of papers at conferences generally requires less lead time than journal publication and may help to make your work more widely known. In general, conference papers or presentations, while peer-reviewed at a high level, are not valued as greatly as articles published in refereed journals or performing/showing at a top tier arts venue in the reappointment, promotion, and tenure review processes so be selective and constrict the amount of time and effort devoted to conference activities.

Small professional meetings where you can engage in serious intellectual discussions with colleagues may often be more helpful than larger, more anonymous meetings. You may also want to participate in establishing a national network of colleagues in your area of research interest or creative endeavor, if such a network does not already exist.

Service

Service opportunities abound within the university, the broader community, and the profession at large. You will easily find numerous activities and causes that allow you to use your expertise and interests in productive and satisfying ways. However, your primary unit has specific expectations regarding service. Expectations may vary from one primary unit to another. Be sure to learn what your primary unit's service expectations are and discuss these with your department chair or division coordinator.

You must make careful decisions about service activities and watch your time commitments carefully. Service can consume vast quantities of time and energy. However, rewarding it may be, service does not count nearly as much as teaching and research/creative work in reappointment tenure and promotion decisions. It is essential that you prioritize and negotiate those commitments and find ways to say "no", if you are asked to participate in service activities that will cut significantly into the time you need to spend on teaching and research/creative work.

Any activities for which you receive separate compensation (e.g., consulting with an external agency or organization) must be acknowledged. Also, you must conform to the University of Colorado's Regent's rules about the amount of time that can be spent on outside consultations (commonly referred to as the "one-sixth rule"). For more information about additional remuneration for consultative services, review the Regent's policy statement at: <https://www.cu.edu/regents/Policies/Policy5E.htm>.

University Service

University service opportunities include such activities as serving on college/school/Library, university, or system-wide committees; serving on the Denver Campus Faculty Assembly or the University of Colorado

Faculty Council; and serving on ad hoc task forces or temporary committees that are formed for special purposes.

Public Service

Community Service

Service to the broader community includes, but is not limited to, such activities as serving on the board of a not-for-profit organization; serving as a professional consultant to a community organization, public agency, or private business; serving as an expert witness or consultant in a legal matter. These activities will count as service if they are related to your discipline or research/creative interests, but not otherwise.

Service to the Profession

Service to your profession includes, but is not limited to, such activities as participation in professional organizations, committees, and projects; professional licensure/registration; holding office in a professional organization; journal reviewing and manuscripts and editing journals; reviewing grant and fellowship proposals; serving on an accreditation review committee for a regional or specialized accrediting agency; and serving on professional conference planning committee.

Keeping Records of Activities and Accomplishments

Begin to keep records of your activities and accomplishments in teaching, research/creative work, and service from the time of your initial appointment. If you do this, you will be able to construct a viable dossier more easily by the time your first review arrives. Here are some suggestions of the type of information you should be collecting:

Documentation of Teaching

- List of formal courses; course outlines and syllabi (see Appendix A); reading lists; grade sheets.
- Evidence of work in developing new courses and new methods of teaching.
- Work on textbooks, published or unpublished.
- Record of theses and orals/written examination committees on which you have served (undergraduate honors theses, M.A./M.S. theses, oral/written qualifying examinations, doctoral dissertations).
- Student advising and mentoring; student clubs, professional presentations with students; directing students in the Undergraduate Research Opportunity Program (UROP)
- Curriculum and/or program development you have contributed in your primary unit.
- Teaching awards and grants.
- Contracts documenting independent studies and internships you have supervised/directed.
- Original FCQs forms; create a summary table with courses taught, the course and faculty ratings for each course and overall average course and faculty ratings (see Appendix C).
- Unsolicited letters from students, alumni and colleagues.
- Professional status of former students.
- Outstanding students you may have influenced, with details.
- Joint publications with students.
- Contributing to, or editing, a professional journal on teaching.
- Participating in a teaching mentoring program.
- Participating in or giving teaching improvement workshops.

- Evidence of multiple means of teaching evaluations, see the Regent's policy statement at: <http://www.cu.edu/ope/policy/aps-1009-multiple-means-teaching-evaluation>

Documentation of Research/Creative Work

- Publications and creative works, peer reviewed and non-peer reviewed
- Research colloquia and conferences attended, with dates, places, and brief descriptions.
- Research colloquia and conferences at which presentations were made, with dates, places, with brief description, and whether the presentations were peer reviewed/invited.
- Exhibitions, performance events or film screening to which you were invited to contribute or participate, with dates, location and brief description.
- Requests to review books or performances, with details.
- Citation analysis, with details.
- Important citations of your work, with details.
- Unsolicited letters of praise.
- Reviews of your work.
- Research awards, with dates, amounts, name of donor.
- Grants applied for (include funded and unfunded grants) with funding agencies, dates, amounts requested, and amounts funded.
- Fellowships applied for and received, with dates, amounts, and brief descriptions.
- Work in press, with details.
- Work in preparation, with details.
- Professional commissions.
- Creation and development of new technology related to the discipline.

Documentation of University and Public Service Activities

- Service activities on college/school/Library, university, or system-wide committees.
- Committee, consultant, and public service work, with details.
- Letters concerning the nature of your contribution.
- Letters from persons acknowledging your professional or service work.
- Records of participation in professional organizations and committees and offices held, with details.
- Service on editorial boards, with details.
- Service as a consultant, with details.
- Reviews of grant and fellowship proposals, with details.
- Reviews of manuscripts, with details.
- Journal editorships, with details.
- Service awards, with details.
- Honorary degrees, with details.
- Service as an expert witness or consultant in a legal matter.

Summary of Advice

- **Know the system.** Learn the rules, customs, procedures, channels of communication, power centers, and ways to get things done.
- **Manage your time effectively.** Be sure to set aside time for your students, research/creative work, your service activities, your family, and yourself.
- **Maintain records.** Compile your own personnel file and update it at least every semester. Items in this file will be needed to document your accomplishments for reappointment, tenure, and promotion.
- **Keep your curriculum vitae updated and current and in the format as shown in Appendix F.** Your first evaluation occurs very quickly and deadlines cannot be altered.
- **Carefully review the RTP criteria of your department/unit/college.** Be sure that you are familiar with specific criteria, requirements and recommendations regarding the documented research/creative work and teaching accomplishments and endeavors that will garner a meritorious or excellent evaluation.
- **Know key administrators.** Get acquainted with your chair, dean, and other university administrators who can be helpful to you. They want and need to hear from you, and get know you.
- **Know your colleagues.** Attend seminars, colloquia, lectures, artistic, and social events on campus. Seek intellectual and social companionship from your colleagues. Find an advisor or mentor in your department or college/school/Library, or through the assistance of the CFD tenure-track mentoring program to work with someone who can help you understand the system and the procedures you need to know.
- **Monitor your reviews.** Check with the primary unit head about the progress of your dossier through the review process and request a copy of the primary unit letter if you haven't received it when the dossier goes forward to the dean's level. Check with the dean's office or with your mentor about the progress of your dossier through the review process and request a copy of the dean's level letter(s) if you haven't received it/them when the dossier goes forward to the vice chancellor's level.
- **Be informed.** Read the University of Colorado Faculty Handbook that is available online at: <https://www.cu.edu/content/faculty-handbook>, all the important university, school/college/Library, and department/program documents and web pages (also see Appendix F). Ask questions freely to obtain the information you need to understand these policies and procedures. When in doubt, seek counsel from appropriate sources.
- **Know what resources are available.** Find out about resources in your department/program, school/college, and the university that can help you in your teaching, research/creative work, and your service endeavors.
- **Make yourself known.** Take an active role in your career. Get involved with university, college/school/Library, and department/program committees and other university-wide activities— but be mindful of not over-extending your service commitments in the interest of needed time for research/creative work.
- **Ask for help.** Take advantage of the expertise of the CFD, CU Online, Auraria Library, senior colleagues, and various administrative offices available for assistance of various kinds. Participate in the CFD events and activities.

The RTP Review Process

This section briefly explains how the performance of tenure-track and tenured faculty at the Denver Campus will be evaluated. New faculty are urged to read the specific policy statements on RTP, which are available online.

RTP Policies

Denver Campus Policy on Reappointment, Tenure, and Promotion

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

University of Colorado Standards, Processes and Procedures for Appointment, Reappointment, Tenure, and Promotion

<https://www.cu.edu/policies/aps/academic/1022.pdf>

University of Colorado Board of Regents Policy on Reappointment, Tenure, and Promotion

<https://www.cu.edu/regents/Policies/Policy5M.htm>

University of Colorado Policy on Post-Tenure Review:

<https://www.cu.edu/policies/aps/academic/1003.html>

Stages of the RTP Review Process

All stages and levels of the review process take into account your teaching record, your research/creative work, and your university, professional, and public service activities and other criteria that may have a bearing on the decision being made are also considered. The award of tenure is dependent upon developing excellence in either teaching or research, or both. Make sure you are building a record of excellence in one, or both, of these two areas while achieving a meritorious record in the other two. In accordance with the Laws of the Board of Regents tenure may be awarded only for demonstrated meritorious performance in each of teaching, research/creative work, and service, and demonstrated excellence in either teaching, or research/creative work, or both.

Read the full policy statement at: <https://www.cu.edu/regents/Policies/Policy5M.htm>.

The Denver Campus generally weights faculty performance as 40% in teaching, 40% in research/creative work, and 20% in service. Once you receive tenure, you may negotiate a differentiated annual workload, if for example, you assume administrative duties such as chairing your department, or want to, or need to, distribute your efforts differently. Such arrangements must be approved so that workload distributions are fairly made and the necessary work in the department/school/college/Library can be carried out. Be aware, however, that the standards and criteria for promotion to full professor do not flex to accommodate a differentiated workload. Taking a differentiated workload may result in waiting several additional years in order to achieve the requisite record before coming up for promotion review to full professor.

Pre-Tenure

1. Initial Appointment

Your initial appointment as an assistant professor (or, less commonly, as an associate professor, tenure-track) indicates that you are well qualified to teach at the undergraduate and graduate levels, to carry out scholarly or creative work in a special field, and to meet the program requirements of the primary unit. Your carefully reviewed and approved

appointment reflects a judgment that you have the potential to achieve tenure at CU Denver.

2. Professional Plan

Every faculty member is required to prepare a Professional Plan. The Professional Plan is designed to provide a clear statement of your goals and the nature of effort you will make in teaching, research or creative work, and service. The Professional Plan clarifies for the primary unit and other evaluative groups the goals you have set. The Plan should be developed in consultation with the primary unit so that your planned activities, when combined with those of other faculty in the unit, result in the primary unit's meeting its responsibilities to students and the university. The Professional Plan is submitted annually in the spring semester and updated annually. For more detailed information, read the university policy statement at: <https://www.cu.edu/policies/aps/academic/1011.html>.

3. Annual Merit Reviews

Every faculty member's performance in teaching, research/creative work, and service is evaluated annually through the merit review process. The results of the evaluation include feedback on areas of strength and areas in need of improvement, as well as your salary increase for the next academic year. Check with your chair, associate dean, or dean for the procedures that are used in your school/college/Library. It should be understood that results of the faculty merit evaluations are not considered in the tenure process.

4. Comprehensive Review Process

The comprehensive review is a critical appraisal point that occurs in the fourth year. The comprehensive review process evaluates your entire record since your appointment as a faculty member and includes the use of external evaluators.

The comprehensive review provides a formal mechanism for the department or program to get to know your record. Its purpose is to assist you and the department or program to identify your strengths and weaknesses in sufficient time to allow you to improve your record before your evaluation for tenure and promotion to associate professor. You should use the comprehensive review as the basis for collegial conversations with faculty in your unit about your professional progress.

Non-reappointment is possible as the result of the comprehensive review. If you are not reappointed, you will have a terminal year before your appointment ends. More typical is reappointment with specific advice about aspects of your performance that need improvement during the years leading to your tenure review. It is essential that you pay attention to advice for improvement and make the necessary changes prior to your review for tenure.

If you fail or decline to submit a dossier for comprehensive review at the scheduled time or submit a dossier that omits relevant material, you are deemed not to have applied for reappointment.

Dossier

Your dossier must be a carefully developed compilation of documentation of your activities and accomplishments. Candidates are required to check with their primary unit head in their school or college concerning the contents and presentation of the dossier that will be sent to external reviewers.

Scholars representing the candidate's field of specialization serve as an external reviewer (see Appendix: G Sample External Review Letters). Your dossier is a complete record of your teaching, research/creative work and service since your appointment and is critical to the reappointment, comprehensive review process: it is evidence in support of your application for reappointment, tenure, and promotion. This is an opportunity for others to analyze the progress of your work and its contributions and impact, and to highlight future directions.

For the primary unit, at the comprehensive and tenure, and promotion reviews, you are required to provide the following in your dossier:

- Current curriculum vitae in the required format (see Appendix E).
- Summary overview (two-three pages) of your entire teaching, research/creative work, service record.
- Statement about teaching and educational endeavors, with associated documentation.
- Summary table of courses taught and FCQ results (see Appendix D).
- Statement of research/creative accomplishments and plans, with associated documentation.
- Statement of service activities, with associated documentation.
- Copies of the research/creative work (in a separate binder).
- Additional documentation you feel is necessary to fully represent your work for review.

Tenure Review and Beyond

Tenure Review

Normally, you are reviewed for tenure in the seventh year of your appointment. A faculty member may apply to be granted tenure in less than seven years. See: Board of Regents Article 5: <https://www.cu.edu/regents/Laws/article-05.html>. You should consider the advice you were given at the time of the comprehensive review and consult with your chair or mentor/s about the timing of your application for tenure.

Occasionally, highly experienced people have been hired as associate professors, tenure-track. The standards for tenure for associate professors on the tenure-track are the same as for assistant professors.

In accordance with the Laws of the Regents, tenure may be only be awarded for demonstrated meritorious performance in teaching, research/creative work, and service, and demonstrated excellence in either teaching, or research/creative work. See: <https://www.cu.edu/regents/Policies/Policy5M.htm>.

It is possible that you may not be awarded tenure as the result of the tenure review. If you are not awarded tenure, you will have a terminal year before your appointment ends. For more information, review the university policy statement that outlines the rights and appeals process for faculty who are denied tenure. See: Standards, Processes and Procedures for Appointment, Reappointment, Tenure and Promotion: <https://www.cu.edu/policies/aps/academic/1022.html>.

If you fail or decline to submit a dossier for tenure review at the scheduled time or submit a dossier that omits relevant material, you are deemed not to have applied for reappointment. In this situation, your appointment terminates at the end of your existing appointment. There is no terminal year beyond the end of the existing appointment.

Promotion Review

Promotions require the same energy, focus, and effort by the faculty member as the comprehensive and tenure reviews require. The promotion review requires the use of external evaluators.

At the Denver Campus, the review for promotion from assistant professor to associate professor is conducted in the tenure review.

Promotion to full professor requires a record that, taken as a whole, is judged to be excellent; a record of significant contribution to both graduate and undergraduate education, unless individual or departmental circumstances require a stronger emphasis or singular focus on one or the other; and a record, since receiving tenure and promotion to associate professor, that indicates substantial, significant, and continued growth, development, and accomplishment in teaching, research/creative work, and service.

Post-Tenure Review (PTR)

Post-tenure review is required by Board of Regent's policy. Post-tenure review is intended to (1) facilitate continuing faculty development, consistent with the academic needs and goals of the university and the most effective use of institutional resources, and (2) ensure professional accountability by a regular, comprehensive evaluation of every tenured faculty member's performance.

Post-tenure review is a comprehensive peer review evaluation scheduled every five years following the award of tenure. Once a faculty member has been awarded tenure, the faculty member is responsible for continuing to submit a Professional Plan. Post-tenure reviews are based on the faculty member's progress in implementing the Professional Plan and annual merit reviews.

The criteria used in post-tenure review are the same as for tenure and promotion review and reflect the same indicators of quality performance that are used in tenure review. If the faculty member is making good progress in following his/her Professional Plan and receives a rating of "meeting expectations", or higher in the annual merit reviews, a brief post-tenure review will be conducted. Faculty who receive a summary evaluation of "below expectations" in their annual merit review at any time during the five-year PTR cycle are required to meet with members of their primary unit and/or the unit head, as determined in the by-laws of the primary unit, to identify the causes of the unsatisfactory evaluation and to plan and implement a written Performance Improvement Agreement (PIA) to remedy their problems. If the goals of the PIA have been met, as evidenced in the next annual merit evaluation, the faculty member continues in the current five-year post-tenure review cycle. If the goals of the PIA have not been met at the next annual merit evaluation, an extensive review process shall be initiated.

For more detailed information on post-tenure review, review the CU Denver Post-Tenure Review Campus Policy and Procedures statement at: http://www.ucdenver.edu/faculty_staff/faculty/faculty-affairs/policies-forms/Documents/PTR%20UC%20Denver%20policy.pdf and the University of Colorado Policy on Post-Tenure Review at: <https://www.cu.edu/policies/aps/academic/1003.pdf>.

Levels of the RTP Review Process

The reappointment, tenure, and promotion review process occurs at several levels on the Denver Campus. Your initial appointment, comprehensive review, tenure review, post-tenure reviews, and considerations for promotion to full professor go through the same process of review at several levels. Review letters are required and requirements are type-of-case dependent (see Appendix J). Read the Denver Campus Reappointment, Tenure and Promotion Policy at: http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/OAA/RTP.pdf

Department chairs are required to provide all tenure-track faculty with a formal description of the structure and criteria of the reappointment, tenure, and promotion review process. All schools and colleges have written standards for RTP. If you do not have a copy of the standards for RTP, be sure to ask your dean, associate dean, or chair for a copy.

Primary Unit Review

The primary unit conducts the initial review. The primary unit has a strong voice in personnel decisions: it selects information; it emphasizes; it analyzes and evaluates; it votes, and it makes recommendations. Thus, it has a significant impact on the eventual outcome of the review process.

The primary unit selects the external reviewers. You may suggest names of persons you believe would be appropriate evaluators. Where you believe someone would be inappropriate to evaluate your work, you must provide a reason. In suggesting external referees, care must be taken to exclude evaluators whose evaluations might constitute a conflict of interest. The identity of external reviewers and their letters are confidential and will not be disclosed to you. However, redacted comments from external reviewers are usually included in the letters written by the primary unit, the chair (where appropriate), dean's advisory committee/first level review committee, the dean, campus-wide RTP committee, and the provost.

There is a definite schedule for the submission of personnel recommendations. You need to know the deadline and submit your materials on time. Deadlines are generally early in the fall semester. Be sure that materials you prepare for the primary unit review committee and the external reviewers are forwarded to the appropriate individuals in the primary unit. Since evaluation criteria vary among units, discuss with your chair the criteria that will be used to evaluate your record.

The primary unit's review may involve an appraisal by a committee in your unit that either acts as a whole to submit a report. The report is usually discussed by the faculty who outrank you. This discussion is followed by a vote. Split votes must be explained and a minority report may be provided. The vote is reported in the file and forwarded with the unit's letter to the dean. Where there is a departmental structure, the department chair also writes a letter expressing an independent opinion on your case. You receive copies of the primary unit's report and the chair's letter at the time they are inserted in the dossier. If you don't receive these documents in a timely manner, ask for them.

First Level Review: College, School, or Library

The primary unit sends your dossier, with the departmental report and the chair's letter, to the dean's office. The dean's office sends your dossier to the dean's advisory committee/first level review committee, which appraises it, adding its own letter of evaluation and recommendation. Split votes must be addressed and a minority report may be written. The dean's advisory committee's/first level review committee's recommendations are advisory only and not binding on the dean. The dean appraises and interprets the dossier and writes a letter expressing an independent evaluation of your

case. You receive copies of these two letters at the time they are inserted in the dossier. As stated in the previous section, if you don't receive these documents in a timely manner, ask for them.

Second Level Review: Vice Chancellor's Advisory Committee (VCAC)

The dean's office sends your dossier to the provost's office for review by the campus-wide Vice Chancellor's Advisory Committee (VCAC) for RTP. This committee includes faculty selected from each of the colleges, schools, and the Library. This committee's deliberations are confidential. The committee reviews applications for reappointment, tenure, and promotion and makes a written recommendation to the provost. The committee's recommendations are advisory to the provost. You will receive a letter from the provost (and a copy of the VCAC letter), reporting the provost's decision on your application, including any suggestions or recommendations.

Third Level Review: President

The provost makes a recommendation to the president. The president makes a recommendation to the University of Colorado Board of Regents.

Final Decision

The Board of Regents gives final approval to the award of tenure, and to the appointment of faculty with tenure. These faculty personnel decisions are not placed into effect without the approval of the Board of Regents.

See Reference Material:

- Appendix H: Sample External Reviewer Letters
- Appendix I: Dossier Overview
- Appendix J: VCAC Guidelines for Dossier Preparation
- Appendix K: Letter Writing Requirements for Dossiers

Appendix A: Syllabus Policy



University of Colorado
Denver | Anschutz Medical Campus

Administrative Policy

Title: Syllabus
Source: Provost's Office
Prepared by: Associate Vice Chancellor for Academic Affairs
Approved by: Roderick Nairn
Provost and Vice Chancellor for Academic and Student Affairs
Effective Date: January 1, 2015
Replaces: July 1, 2014
Applies: Denver Campus

A. Introduction

While a syllabus is an essential component of good teaching, student learning, and outcomes assessment, it is also a guide used in the resolution of conflicts that may arise between students and their instructors. While a faculty member has great flexibility in the design and content of a syllabus for a course, core information should be found in every syllabus for courses offered at CU Denver.

B. Policy Statement

1. All faculty members must have a current syllabus for each course and must provide a syllabus to students at the first class meeting of every course. For details (including recommended boilerplate statements), please see the appended CU Denver Syllabus Template.
2. By census date of each term, all faculty members must provide their Dean's office with updated electronic copies of the syllabi for all courses they are teaching that term. The campus record retention schedule requires syllabi to be retained by the instructor until no longer needed for reference.

CU Denver Syllabus Requirements:

1. Course Overview and Course Information
 - a) Campus location (Denver or Anschutz Medical Campus) Academic School/College
 - b) Course title (official ISIS title), number, prefix, and section designation. Indicate if the course is part of the undergraduate core. See <http://www.ucdenver.edu/student-services/resources/ue/core/Pages/default.aspx> for a listing of all core courses.
 - c) Semester/term and year
 - d) Class meeting day(s) and time(s)
 - e) Catalog description and any additional information including requisites.
2. Basic Instructor Information
 - a) Instructor's name (including co-instructors and/or teaching assistants)
 - b) Instructor's office location (building and room #)
 - c) Instructor's contact information (phone number(s) and email address(es))
 - d) Instructor's office hours and statement of availability (for face-to-face, hybrid and online courses)
3. Course Goals/Outcomes

- a) Overall learning objectives
- b) Major topics
- c) Rationale (instructor's statement relating course content to student's academic or professional growth, etc.)

4. Evaluation

- a) Requirements (papers, oral reports, projects, quizzes, tests, final exams, etc.), including points, deliverables, and due dates
- b) Instructor's grading policy
- c) Instructor's attendance, participation, and late-work policies. If attendance is part of a student's grade, details in writing are mandatory as lack of information may become the source of student complaints and appeals.
- d) If the course is a "slash" undergraduate/graduate course, differing outcomes, assignments requirements, and evaluation metrics for graduate students must be articulated to distinguish them from undergraduate outcomes, assignments, requirements, and metrics.

5. Syllabus Revisions

- a) In general, syllabi should not be changed once the semester begins, though unforeseen circumstances may lead to changes. Students should be notified in a timely manner in writing (via email/Canvas, etc.) of any changes to the syllabus.

6. Course Procedures

- a) Materials (required as well as recommended texts, equipment, software, and supplies)
- b) Course calendar/schedule (may include appropriate links to CU Denver academic calendar)
- c) Course-related (and/or School/College-related) policies and procedures, (with appropriate links) such as attendance, late work, incompletes, communication, participation, notification of changes
- d) Research/library-related skills needed for successful completion of course.
- e) University wide policies that are relevant to the syllabus:
 - Student Code of Conduct
<http://www.ucdenver.edu/life/services/standards/students/pages/default.aspx>
 - Accommodations
<http://www.ucdenver.edu/student-services/resources/disability-resources-services/accommodations/Pages/accommodations.aspx>
 - Academic Freedom
<http://www.ucdenver.edu/policy/pages/academic-Freedom.aspx>
 - Family Educational Rights and Privacy Act (FERPA)
[services/resources/registrar/students/policies/Pages/StudentPrivacy.aspx](http://www.ucdenver.edu/services/resources/registrar/students/policies/Pages/StudentPrivacy.aspx)
 - Attendance
http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/OA/StudentAttendance.pdf
 - Discrimination and Harassment Policy and Procedures
<http://www.ucdenver.edu/about/WhoWeAre/Chancellor/ViceChancellors/Provost/StudentAffairs/UniversityLife/sexualmisconduct/DenverPolices/Pages/DenverWelcome.aspx>
 - Grade Appeal Policy
<http://www.ucdenver.edu/policy/Documents/Process-for-Grade-Issues.pdf>

Appendix B: Syllabus Template

Note: This syllabus template is provided as a model for providing clear expectations for student academic success. This template is designed to help instructors offer students the essential information they need at the onset of the course. A complete and professional syllabus helps to establish a relationship between faculty and students as it sets the tone for the course: communicates when, when and how students will learn; makes clear to students what they need to do in order to be successful; communicates expectations in terms of student responsibilities; and deters misunderstanding about course policies. In addition to the categories provided here, instructors at other institutions have included other optional information (e.g. Educational Opportunity Programs; Title IX/Sexual Harassment; Ombuds Office, etc.).

Course Number: Course Title

Department Name

College Name

University of Colorado Denver

COURSE SYLLABUS

Instructor Name:

Instructor Office:

Instructor Phone:

Instructor Email:

Website: [Instructor and course website]

Office Hours: [Days and times]

Term:

Class Meeting Days:

Class Meeting Hours:

Class Location: [Building and room]

Lab Location: [Building and room]

COURSE OVERVIEW

I. Welcome!

If desired, address your students directly with a statement of welcome or something that establishes the relevance of the course to their course of study and/or personal and professional goals. This is an opportunity to get them excited about the course.

II. University Course Catalog Description

Paste the description from the catalog and indicate if the course is part of the undergraduate core. See <http://www.ucdenver.edu/student-services/resources/ue/core/Pages/default.aspx> for a listing of core courses.

III. Course Overview

Short description of the course, including the major topics addressed in the course, the rationale for those topics, and recommendations for student success in the course.

IV. Course Goals and Learning Objectives

What will they know, what will they be able to do, what will they value, what will they create as they progress through the course? This can be under bullets, listing, outlines, as detailed as you would like. Learning objectives should be specific rather than general, speaking to skills and performance rather than knowledge: what will students be able to do as a result of completing the

course? Learning objectives should also be clearly measurable. Often, learning objectives use the phrasing “by the end of this course, students will be able to...”.

V. Course Prerequisites

What do you expect your students to know coming into this course? Include skills, and course pre-requisites.

VI. Course Credits

List number of course credits

VII. Required Texts and Materials

Full text citations of all required materials

Guidelines for achieving desired level of understanding

Required library/library-accessible resources can be described here; supply links to free/full-text materials as available (consult with librarian if needed).

VIII. Supplementary (Optional) Texts and Materials

Full text citations/online links of any supplementary materials

IX. Course Schedule

The schedule should include the sequence of course topics, the preparations or readings, and the assignments with due dates. For the readings, give page numbers in addition to chapter numbers to help students budget their time. Exam dates should be firmly fixed, while dates for topics and activities may be listed as tentative. Notify students in writing if the syllabus is revised.

Class Schedule

Date	Topic	Required Reading	Assignments

EVALUATION

X. Assignments

State the nature and format of the assignments and their deadlines. If you are using examinations, give the examination dates and briefly indicate the nature of the tests (multiple choice, essay, short-answer, take-home tests). How do the assignments relate to the learning objectives for the course? If you are using written assignments, describe your expectations for written work, including the expected length and formatting; if you use rubrics for written assignments, indicate where students may locate those assessment tools. If you are using projects, describe your expectations; again, if you use rubrics for written assignments, indicate where students may locate those assessment tools.

XI. Basis for Final Grade

Provide a listing of assessments, points possible for each assessment, and the percentage weighting. In addition to (or even in lieu of) tests, consider exploring “authentic” assessments, which are based as closely as possible to real world experiences.

Assessment	Points Possible	Percent of Final Grade
e.g. Essay 1	20	20%
e.g. Midterm	15	15%
e.g. Group Project	15	15%
e.g. Essay 2	30	30%
e.g. Final Exam	20	20%
	100	100%

Insert grading scale here. Be clear as to whether the scale is based on points or percentage

Scale (points or %)	
94-100	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
0 - 59	F

XII. Grade Dissemination

Explain how students will learn of their grades from assignments and assessments. Examples:

Graded tests and assignments in this course will be returned via the Canvas course shell. You can access your scores at any time within the Canvas gradebook.

Papers, quizzes, and examinations will be distributed in a class session. I will announce when papers, quizzes, and examinations will be available to be picked up, if they are not to be returned during class. To ensure your privacy when papers, projects, quizzes, and examinations are returned in class or made available for pickup, please provide me with a 9x12 envelope with your name on it each time you submit a paper, quiz, or examination to me.

CU Denver utilizes web grading which is accessed through [UCDAccess](#). All web grading information can be found at www.ucdenver.edu/student-services/resources/registrar/faculty-staff/

COURSE PROCEDURES

XIII. Course Policies: Grades

Attendance Policy: Offer specifics about your expectations for attendance. How many absences are acceptable/expected? Will students get points for attendance? You may also describe expectation of courtesy here. For courses in which faculty utilize participation rather than attendance as part of the course grade, the syllabus should clearly communicate how participation will be assessed, how students will be informed of their participation grade, how participation will be documented and how the participation grade will be calculated into the final grade for the course.

UC Denver Student Attendance and Absences Policy:

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

Late Work Policy: Provide specifics about your policy on late work. Example: There are no make-ups for in-class writing, quizzes, the midterm, or the final exam. Essays turned in late will be assessed a penalty: a half-letter grade if it is one day late, or a full-letter grade for 2-7 days late. Essays will not be accepted if overdue by more than seven days.

Extra Credit Policy: Provide specifics about your policy on extra credit. Example: There is only one extra credit assignment: Building a wiki of course content (see "course wiki " below for details). If extra credit is granted, the additional points are added to the "First Midterm" portion of the semester grade. You cannot earn higher than 100% on the "First Midterm" portion of the grade; any points over 100% are not counted.

Grades of "Incomplete": Provide specifics about your policy on incomplete grades. Example: The current university policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course; students have up to one year (three semesters) to complete course requirements. Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished within the time allowed or the "I" will automatically be recorded as an "F" on your transcript.

Rewrite/Resubmit Policy: Provide specifics about your policy on rewrites. Example: Rewrites are entirely optional; however, only the formal essay may be rewritten for a revised grade. Note that an alternate grading rubric will be used for the rewrite, featuring an additional column that evaluates the changes made specifically.

Group Work Policy: Provide specifics about your policy on group work. Example: Everyone must take part in a group project. All members of a group will receive the same score; that is, the project is assessed and everyone receives this score. However, that number is only 90% of your grade for this project. The final 10% is individual, and refers to your teamwork. Every person in the group will provide the instructor with a suggested grade for every other member of the group, and the instructor will assign a grade that is informed by those suggestions. Also, everyone must take part in a group essay (see essay assignments below). The grading criteria are the same as the group project. Once formed, groups cannot be altered or switched, except for reasons of extended hospitalization.

XIV. Course Policies: Technology and Media

Email: Describe your policy for how email will be used (official university communication is only sent via a student's university email address), who will communicate with whom, expected response time, will you check it on weekends, who answers technology questions, etc.

Canvas: If you use Canvas for your course, describe how you will use it in the course, how often students should expect to login, how team activities will be organized, due dates, policies on late participation, etc. Note: If your course uses blogs, wikis, or social networking/media sites and communities, be sure to describe how you will use these resources in the course as well.

Laptop and Mobile Device Usage: Describe your policies for using laptops and mobile devices throughout your course.

Classroom Devices: Describe your policies for using calculators, tape recorders, other audio & technology devices for your course.

Library-supplied online databases and collections. If you assign research projects, describe your expectations for students to be able to successfully use library resources.

Classroom Response Clickers: If your course includes the use of student response devices, provide specifics about the usage and how to get started.

XV. Course Policies: Student Expectations Civility:

Describe how you want students to behave and treat each other. Example: My commitment is to create a climate for learning characterized by respect for each other and the contributions each person makes to class. I ask that you make a similar commitment.

The Student and Community Counseling Center (located in Tivoli 454)

Consider adding information that conveys a commitment to supporting students that may be feeling overwhelmed or experiencing life stressors that interfere with academic or personal success. The Student and Community Counseling Center is located in Tivoli 454 and provides cost-free and confidential mental health services to help students manage personal challenges that impact emotional or academic wellbeing. You can learn more at the Center at <http://www.ucdenver.edu/life/services/counseling-center> or by calling 303-556-4372.

Campus Assessment, Response & Evaluation (CARE)

You may want to include information regarding the Campus Assessment, Response & Evaluation (CARE) Team, which was created at the University of Colorado Denver and Anschutz Medical Campuses to address the health and safety needs of students as well as the campus community. If you have immediate concern about the behavior or safety of a student at CU Denver, help by making a referral to the campus Assessment, Response & Evaluation (CARE) Team. The CARE team's purpose is to promote a safe productive learning, living and working environment by addressing the needs of students, faculty, and staff. If you or a classmate are in need of help, please submit a concern at <http://www.ucdenver.edu/care> or call 303-352-3579.

Professionalism: Offer specifics about your policy on professionalism, Example: Mobile devices must be silenced during all classroom and lab meetings. Those not heeding this rule will be asked to leave the classroom/lab immediately so as to not disrupt the learning environment.

Electronic Cigarettes (e-cigarettes): The use of e-cigarettes is distracting in the classroom environment not only to the instructor but to other students. The use of e-cigarettes during all classroom activity is prohibited. Any student who does not comply with this rule will be asked to leave the classroom immediately so as to not disrupt the learning environment. Pursuant to the Auraria Campus Smoking

Policy, the use of e-cigarettes indoors and within twenty-five (25) feet of any entrance is strictly prohibited.

http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Admin/Smoke-Free.pdf

Late Arrivals: State your policy on late arrivals (and early departures, if applicable). If the ramifications of late arrivals influence grades, then this policy should be included with your grading policies.

Auraria Library: If you engage students in research, consider including the use of the Auraria Library services, research databases and collections, and librarian expertise as one of your expectations.

Include name of specific librarian contact and/or library subject expert web page

<http://library.auraria.edu/services/researchhelp/specialists>.

Writing Center: If you engage students in writing, consider including the use of the Writing Center as one of your expectations.

<http://www.ucdenver.edu/academics/colleges/CLAS/Centers/writing/Pages/TheWritingCenter.aspx>

Religious Observances: Indicate how you want students to inform you of conflicts between the normal class schedule and major religious observances, and if you expect them to notify you in advance if they intend to miss class to observe a holy day of their religious faith.

UNIVERSITY POLICIES

XVI. Access

Disability Access: Offer specifics about the university's policy on disability access. Example:

The University of Colorado Denver is committed to providing reasonable accommodation and access to programs and services to persons with disabilities. Students with disabilities who want academic accommodations must register with Disability Resources and Services (DRS) in Academic Building 1, #2116, Phone: 303-315-3510, Fax: 303-315-3515. I will be happy to provide approved accommodations, once you provide me with a copy of DRS's letter. Note: DRS requires students to provide current and adequate documentation of their disabilities. Once a student has registered with DRS, DRS will review the documentation and assess the student's request for academic accommodations in light of the documentation. DRS will then provide the student with a letter indicating which academic accommodations have been approved.

XVII. Academic Honesty

Student Code of Conduct: Students are expected to know, understand, and comply with the ethical standards of the university, including rules against plagiarism, cheating, fabrication and falsification, multiple submissions, misuse of academic materials, and complicity in academic dishonesty. For suggestions on ways to avoid academic dishonesty, please see the Academic Honesty Handbook:

http://www.ucdenver.edu/faculty_staff/faculty/center-for-faculty-development/Documents/academic_honesty.pdf

You may also want to include specific statements regarding plagiarism, cheating, etc. For examples:

Plagiarism is the use of another person's ideas or words without acknowledgement. The incorporation of another person's work into yours requires appropriate identification and acknowledgement. Examples of plagiarism when the source is not noted include: word-for-word copying of another person's ideas or words; the "mosaic" (interspersing your own words here and

there while, in essence, copying another's work); the paraphrase (the rewriting of another's work, while still using their basic ideas or theories); fabrication (inventing or counterfeiting sources); submission of another's work as your own; and neglecting quotation marks when including direct quotes, even on material that is otherwise acknowledge.

Cheating involves the possession, communication, or use of information, materials, notes, study aids, or other devices and rubrics not specifically authorized by the course instructor in any academic exercise, or unauthorized communication with any other person during an academic exercise. Examples of cheating include: copying from another's work or receiving unauthorized assistance from another; using a calculator, computer, or the internet when its use has been precluded; collaborating with another or others without the consent of the instructor; submitting another's work as one's own.

Fabrication involves inventing or counterfeiting information—creating results not properly obtained through study or laboratory experiment. Falsification involves deliberate alteration or changing of results to suit one's needs in an experiment or academic exercise.

Multiple submissions involve submitting academic work in a current course when academic credit for the work was previously earned in another course, when such submission is made without the current course instructor's authorization.

Misuse of academic materials includes: theft/destruction of library or reference materials or computer programs; theft/destruction of another student's notes or materials; unauthorized possession of another student's notes or materials; theft/destruction of examinations, papers, or assignments; unauthorized assistance in locating/using sources of information when forbidden or not authorized by the instructor; unauthorized possession, disposition, or use of examinations or answer keys; unauthorized alteration, forgery, fabrication, or falsification of academic records; unauthorized sale or purchase of examinations, papers, or assignments.

UC Denver has a license agreement with Turnitin.com, a service that helps detect plagiarism by comparing student papers with Turnitin's database and Internet sources. Students who take this course agree that all required papers may be submitted to Turnitin. While students retain copyright of their original course work, papers submitted to Turnitin become part of the Turnitin's reference database for the purposes of detecting plagiarism.

Complicity in academic dishonesty involves knowingly contributing to or cooperating with another's act(s) of academic dishonesty.

XVIII. Important Dates to Remember

Academic Calendar: Provide a link to the university's current Academic Calendar so students can track the deadlines for withdrawing from the course and so on.

Appendix C: Developmental Stages of Scholarly Teaching

A framework for scholarly teaching and the scholarship of teaching as described by Boyer (1997) and others (e.g., Bishop–Clark, Dietz, & Nelson, 2012; McKinney 2007) is a helpful way think about, and structure, one’s portrayal of teaching. The continuum below provides examples of activities related to being a scholarly teacher to one who engages in the Scholarship of Teaching and Learning.

Continuum of Growth Towards the Scholarship of Teaching:

Phase One Growth in Teaching	Phase Two Dialogues about T/L	Phase Three Scholarship of T/L
Develop personal knowledge about their own teaching and their students’ learning	Develop and exchange knowledge about teaching and learning in their discipline	Develop scholarly knowledge about teaching and learning that has significance and impact for the institution and the field
Reflect on teaching	Engage colleagues in the discipline in conversations that make explicit their pedagogical content knowledge	Draw on literature and research on teaching to inform institution and field
Engage in institutional teaching development activities	Mentor other teachers in the discipline	Publish and make presentations about teaching (may or may not be based on research)
Engage in innovation in teaching Intentionally evaluate teaching to make improvements	Provide leadership in teaching at disciplinary level (for example, organize events for department faculty)	Obtain findings for research on teaching
Reading about teaching and learning	Provide leadership in teaching at university level (for example, work as member of a teaching and learning committee, faculty developer)	Carry out research on teaching using an approach to inquiry consistent with understanding teaching and learning
Can understand and describe principles underlying teaching and learning decision	Engage in disciplinary and multidisciplinary teaching association	Publish and make presentations about research on teaching
Can demonstrate the validity of knowledge of teaching they hold through assessment by others, including students, peers and administrators	Grow in understanding of the complexity of teaching and learning	Have a comprehensive knowledge of the research and literature on teaching and learning

Bishop-Clark, C., Dietz-Uhler, B. & Nelson, C.E. (2012). *Engaging in the scholarship of teaching and learning: A guide to the process and how to develop a project from start to finish*. Sterling, VA. Stylus Publishing.

Boger, E.L. (1997). *Scholarship reconsidered. The Carnegie Report*. San Francisco, CA. Jossey-Bass

Mckinney, K., (2007). *Enhancing learning through the scholarship of teaching and learning*. Hoboken, NJ. Wiley Publishers.

Appendix D: Sample Summary of Courses Taught and FCQs

Course Number:	Title of Course:	Under-Graduate: (UG) Grad: (G)	New Prep: (NP) Prev. Taught # of times: (PT-X)	Co-taught: (CT) Single:(S)	Course Format:	Number of Students: Census: (a) Finals Week: (b)	FCQs Course Rating: (6 pt scale)	FCQs Instructor Rating: (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

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

Appendix E: Office of Research Services Information

The Office of Research Services (ORS) is the training and faculty development component of the Office of the Vice Chancellor for Research and Creative Work. ORS provides faculty development resources targeted specifically at enhancing faculty research and creative work, faculty research career development, and seeking and obtaining external funding for research and scholarly activities.

ORS offers services in:

- Supporting pre-award aspects of collaborative, multi-investigator, large-scale, and/or cross-unit or institution grant proposals
- Nurturing the development and funding of new collaborative research projects
- Providing faculty with comprehensive fund-seeking support and grants planning
- Offering faculty development workshops around grantsmanship, funding, and research career development

Providing personalized research and grant-seeking mentoring for faculty at all career stages. The Office of Research Development and Education (ORDE), a component of the Office Research Services serves as a resource for faculty on both the Anschutz Medical and Denver Campuses, providing services designed to increase the University's competitiveness in terms of receipt of external funding from federal, state and private sponsors. ORDE provides funding and proposal development assistance. Funding source services include:

- Available to answer your questions on fund searching and proposal development –by telephone, e-mail and in-person
- Perform a personalized fund search for you
- Provide targeted funding announcements to you based on your interests
- Strategize with you about:
 - Potential funding agencies
 - Contacting program officers
 - Elements of proposal development
 - Funding sustainability
- Develop and offer a Faculty Seminar Series designed to increase your funding likelihood
- Provide assistance through our New Investigator Program

ORS website:

<http://www.ucdenver.edu/ORS>

ORDE website:

<http://www.ucdenver.edu/ORDE>

Appendix F: CV Format

Note: All entries should be listed in reverse chronological order. Also, be sure to include page numbers.

Name

Campus Address

Home Address

Education

Date, degree, institution, content area

Professional Experience

Peer Reviewed Publications, Exhibitions, Performances, etc.

Categories will depend on discipline. Exhibitions and performances included in this section should only be those where peer review or screening was involved. Formatting examples for a publication and exhibition include:

- 2015 Yakacki, C.M., Saed, M., Nair, D.P., Gong, T., Red, S.M., & Bowmann, C.N. Tailored and programmable liquid-crystalline elastomero using a two-stage thoil-acrylate reaction. *RSC Advances*, 5, 18997-19001
- 2015 Topophilia: New Interiors, Woman Made Gallery, Chicago, Illinois, Director/Curator: Beate C. Minkovski

Peer Reviewed Books and Book Chapters

Peer Reviewed Book Reviews

Grants

Grants applied for, (include funded and unfunded) with funding agencies, dates, and amounts requested; amounts funded.

Other Indicators of Scholarly and Creative Activity

Other indicators (both internal and external) of the quality of your scholarly and creative activity: contracts, support received; citations of papers; reviews of your works; purchases of your works by museums; etc.

Non-Peer Reviewed Publications, Exhibitions, Performances, etc.

Meeting abstracts, proceedings, etc., technical reports, popular articles, or other galleries and performances.

Non-Peer Reviewed Books and Book Chapters

Non-Peer Reviewed Book Reviews

Peer Reviewed Presentations at Meetings/Conference

Non-Peer Reviewed Presentations at Meetings/Conferences

Seminars/Workshops Presented

Professional Organizations

Memberships and offices held in professional societies and associations.

Publications/Creative Works in Preparation

Indicate whether papers are in press, under revision, under review, or being written. Cite journal, etc., when appropriate. Indicate dates of scheduled galleries and performances.

Courses Taught

Alphabetical listing of courses taught with course number, (without dates or specification of number of times taught).

Service

Department, college/school/Library, Auraria Campus, CU Denver other campus, and university committees and activities, including faculty governance; state and national government agencies; accreditation and program review site visits; committees of professional societies or associations; session chair at professional meetings; consulting without remuneration.

Service activities for which you are separately compensated must be acknowledged. Also, you must conform to the University of Colorado Board of Regent's policy about compensation for consultative services.

Awards/Honors

Appendix G: Important Links to Policies and Resources

University of Colorado Faculty Handbook is available in an online version. It is the official handbook for faculty as it contains links to current Regent policy. It is updated regularly as the Regents adopt/revise/delete policies and as the University Central Administration adopts/revises/deletes administrative policy statements. <http://www.cu.edu/office-academic-affairs/faculty-handbook>

Center for Faculty Development: http://www.ucdenver.edu/faculty_staff/faculty/center-for-faculty-development/Pages/default.aspx

Office of Research Administration:

<http://www.ucdenver.edu/about/WhoWeAre/Chancellor/ViceChancellors/Research/Pages/default.aspx>

Office of Research Development and Education (ORDE):

<http://www.ucdenver.edu/academics/research/AboutUs/ORDE/Pages/orde.aspx>

Multiple Means of Teaching Evaluation: <https://www.cu.edu/ope/policy/aps-1009-multiple-means-teaching-evaluation>

The Professional Plan for Faculty: <https://www.cu.edu/policies/aps/academic/1011.html>

Denver Campus Reappointment, Tenure, and Promotion Policy:

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

University of Colorado Standards, Processes and Procedures for Appointment, Reappointment, Tenure and Promotion:

<https://www.cu.edu/policies/aps/academic/1022.html>

CU Denver Post-Tenure Review Campus Policy and Procedures:

http://www.ucdenver.edu/faculty_staff/employees/policies/Policies Library/OAA/PostTenureReview.pdf

University of Colorado Post-Tenure Review Policy: <https://www.cu.edu/policies/aps/academic/1003.pdf>

Tenure Accountability: <https://www.cu.edu/policies/aps/academic/1020.html>

Faculty Processes, Policies and Forms:

http://www.ucdenver.edu/faculty_staff/faculty/faculty-affairs/policies-forms/Pages/default.aspx

Faculty Development and Mentoring:

http://www.ucdenver.edu/faculty_staff/faculty/assembly/resources/tenure/Documents/Faculty Development and Mentoring- 1021.pdf

CU Denver Policies: http://www.ucdenver.edu/faculty_staff/employees/policies/Pages/default.aspx

Office of the Provost:

<http://www.ucdenver.edu/about/WhoWeAre/Chancellor/ViceChancellors/Provost/Pages/default.aspx>

Academic Affairs and Office of Faculty Affairs and Undergraduate Enrichment:

http://www.ucdenver.edu/faculty_staff/faculty/faculty-affairs/Pages/default.aspx

CU Denver Student Attendance Policy:

http://www.ucdenver.edu/faculty_staff/employees/policies/Policies Library/OAA/StudentAttendance.pdf

Appendix H: Sample Letters for External Reviewers

THESE LETTERS ARE INTENDED AS SAMPLES ONLY. PLEASE DO NOT USE THESE AS TEMPLATES.

[Letterhead]

[Insert Date]

Dear Dr. ____,

On behalf of the University of Colorado Denver, I am writing to ask you to serve as an external reviewer of the research/creative work of Associate Professor, _____, who is being considered at this time for promotion to the rank of Full Professor. We are soliciting your evaluation of Professor _____'s demonstrated research accomplishments since his/her tenure and promotion to Associate Professor.

The University of Colorado Denver requires the research of candidates for tenure and promotion, to be evaluated by scholars in the candidate's field of specialization. Although the substance of your evaluation will be summarized for Professor _____, you and your institution **will not be** identified. Your candor in evaluating his/her work will be greatly appreciated.

If you are willing to serve as a reviewer, please respond to my administrative assistant in the affirmative via e-mail at _____. If you agree to serve as a reviewer, I will send you, no later than (add date), Professor _____'s abbreviated dossier which will include statements about his/her research, teaching, and service accomplishments and not more than five, self-selected representative artifacts of his/her scholarly publications as well as the specific questions and criteria we would like you to consider in reviewing the work. You can elect to receive these materials electronically or in a printed and bound format; please specify your preference in your reply. I will need to receive your evaluation letter no later than (add date).

Thank you in advance for considering this request in support of our colleague and his/her professional advancement. I would very much appreciate a response from you at your earliest convenience.

Kind regards,

THESE LETTERS ARE INTENDED AS SAMPLES ONLY. PLEASE DO NOT USE THESE AS TEMPLATES.

[Letterhead]

Date

Dear Dr. _____

On behalf of the University of Colorado Denver, thank you for agreeing to serve as an external reviewer of the research and teaching of Assistant Professor Dr. _____. This is a comprehensive review for reappointment for _____ who will begin his/her fourth year as an Assistant Professor during the Fall semester of 20XX. If this phase of the review process is successful, he/she will be considered for tenure and promotion within three years. We are soliciting your evaluation of Dr. _____'s demonstrated research to date.

The University of Colorado requires that assistant professors undergo a comprehensive review before their evaluation for promotion and tenure. All reappointments, promotions, and awards of tenure at the University of Colorado consider the candidate's record in teaching, research, and university and public service. This comprehensive review must include evaluations from scholars in the candidate's field of specialization. For a successful comprehensive review, Dr. _____ should be making ongoing and significant progress toward a research record which can be expected to have an impact on his/her field. Your evaluation is extremely valuable to us in making this assessment.

While the accompanying dossier provides you context with overview statements of Dr. ____'s research, teaching and service, at this time we are soliciting your evaluation of his/her demonstrated research accomplishments to date. We ask that your letter be of a constructive and counseling nature so that we may give Dr. _____ productive suggestions as to the direction, quantity, and quality of work to be accomplished by the seventh year when his/her prospective tenure review will occur. Although the substance of your evaluation will be summarized for Dr. _____, you and your institution will not be identified. Your candor in evaluating his/her research work will be greatly appreciated.

Dr. _____'s teaching course load since the time of his/her appointment has been 4 courses per academic year. His/Her materials will indicate any variation from this standard for course releases that may have been applied for research or teaching-related activities.

In evaluating Dr. _____'s research work, please address each of the following points in order:

1. The nature of your acquaintance, if any, with Dr. _____ and your knowledge of and/or familiarity with his/her research prior to this request.
2. The quality and quantity of the research, especially in relationship to productivity in this field.
3. The main thrust(s) of the research and the impact of this research on this field.
4. The degree of creativity and originality of the research.
5. To what degree the research is evolving.
6. How Dr. _____'s research and productivity compare with others with similar training and experience in the field.
7. How would you categorize Dr. _____'s research accomplishments— approaching excellent, approaching meritorious, and not meritorious—compared to others in this field and at a similar point in their career?
8. What suggestions do you have for changes that Dr. _____ should make in planning and carrying out his/her research for the next three years?

As Dr. _____ will be evaluated by faculty outside of her department, **please include a copy of your current summary vita with your evaluation letter.** Your final evaluation letter should be on your University letterhead with your signature. A hard copy may be sent by U.S. mail to my attention at the address listed

above or it may also be sent electronically as a PDF with your electronic signature to my administrative assistant at [add contact email] _____. We would appreciate receiving your evaluation no later than [add date] _____.

If you have any questions concerning the review, please feel free to call me at [add phone number] _____ or e-mail me at: [add email contact] _____. Thank you very much for your willingness to assist the University of Colorado Denver in this important academic review process.

Sincerely,

THESE LETTERS ARE INTENDED AS SAMPLES ONLY. PLEASE DO NOT USE THESE AS TEMPLATES.

[Letterhead]

Date

Dear Dr. _____

On behalf of the University of Colorado Denver, thank you for agreeing to serve as an external reviewer of the research and teaching of Assistant Professor Dr. _____. This is a comprehensive review for reappointment for _____ who will begin his/her fourth year as an Assistant Professor during the Fall semester of 20XX. If this phase of the review process is successful, he/she will be considered for tenure and promotion within three years. We are soliciting your evaluation of Dr. _____'s demonstrated research to date.

The University of Colorado requires that assistant professors undergo a comprehensive review before their evaluation for promotion and tenure. All reappointments, promotions, and awards of tenure at the University of Colorado consider the candidate's record in teaching, research, and university and public service. This comprehensive review must include evaluations from scholars in the candidate's field of specialization. For a successful comprehensive review, Dr. _____ should be making ongoing and significant progress toward a research record which can be expected to have an impact on his/her field. Your evaluation is extremely valuable to us in making this assessment.

While the accompanying dossier provides you context with overview statements of Dr. ____'s research, teaching and service, at this time we are soliciting your evaluation of his/her demonstrated research accomplishments to date. We ask that your letter be of a constructive and counseling nature so that we may give Dr. _____ productive suggestions as to the direction, quantity, and quality of work to be accomplished by the seventh year when his/her prospective tenure review will occur. Although the substance of your evaluation will be summarized for Dr. _____, you and your institution will not be identified. Your candor in evaluating his/her research work will be greatly appreciated.

Dr. _____'s teaching course load since the time of his/her appointment has been 4 courses per academic year. His/Her materials will indicate any variation from this standard for course releases that may have been applied for research or teaching-related activities.

In evaluating Dr. _____'s research work, please address each of the following points in order:

1. The nature of your acquaintance, if any, with Dr. _____ and your knowledge of and/or familiarity with his/her research prior to this request.
2. The quality and quantity of the research, especially in relationship to productivity in this field.
3. The main thrust(s) of the research and the impact of this research on this field.
4. The degree of creativity and originality of the research.
5. To what degree the research is evolving.
6. How Dr. _____'s research and productivity compare with others with similar training and experience in the field.
7. How would you categorize Dr. _____'s research accomplishments— approaching excellent, approaching meritorious, and not meritorious—compared to others in this field and at a similar point in their career?
8. What suggestions do you have for changes that Dr. _____ should make in planning and carrying out his/her research for the next three years?

As Dr. _____ will be evaluated by faculty outside of her department, **please include a copy of your current summary vita with your evaluation letter.** Your final evaluation letter should be on your University letterhead with your signature. A hard copy may be sent by U.S. mail to my attention at the address listed above or it may also be sent electronically as a PDF with your electronic signature to my administrative assistant at [add contact email] _____. We would appreciate receiving your evaluation no later than [add date] _____.

If you have any questions concerning the review, please feel free to call me at [add phone number] _____ or e-mail me at: [add email contact] _____. Thank you very much for your willingness to assist the University of Colorado Denver in this important academic review process.

Sincerely,

THESE LETTERS ARE INTENDED AS SAMPLES ONLY. PLEASE DO NOT USE THESE AS TEMPLATES.

[Add School/College letterhead]

[Add date]

Dear Dr. _____:

On behalf of the University of Colorado Denver, thank you for agreeing to serve as an external reviewer of the research of Associate Professor _____ who is being considered for promotion to the rank of Full Professor. We are soliciting your evaluation of Professor _____'s demonstrated research since the time of his/her tenure and promotion to Associate Professor.

The University of Colorado Denver is one of three universities in the University of Colorado system. The Downtown Denver Campus serves approximately 23,000 students, whose average age is 30, over 85% work, and over 44% are graduate students. The Downtown Denver Campus is an urban comprehensive undergraduate and graduate research university and offers 36 undergraduate degrees and 44 master's degrees through the Colleges of Architecture and Planning, Arts and Media, Engineering, and Liberal Arts and Sciences, the Schools of Business, Education and Human Development, and Public Affairs, and offers a Ph.D. in applied mathematics, civil engineering, health and behavioral sciences, educational leadership, planning and design, and public affairs. Classes are offered during weekday and evening hours, on weekends, at off-campus sites, and online.

All reappointments, promotions, and awards of tenure at the University of Colorado consider the candidate's record in teaching, research, and university and public service. The University requires the research of candidates for tenure and promotion be evaluated by scholars in the candidate's field of specialization. For promotion to full rank, Professor _____ must have (a) a record that, taken as a whole, is judged to be excellent; (b) a record of significant contribution to both graduate and undergraduate education, unless individual or departmental circumstances require a stronger emphasis or singular focus on one or the other; and (c) a record, since receiving tenure and promotion to associate professor, that indicates substantial, significant, and continued growth, development, and accomplishment. Your evaluation of his/her research is extremely valuable to us in making this assessment. Although the substance of your evaluation will be summarized for Professor _____, you and your institution will not be identified. Your candor in evaluating his/her research is greatly appreciated.

In evaluating Professor _____'s research work, please address each of the following points in order:

- 1) The nature of your acquaintance, if any, with Professor _____ and your knowledge of and/or familiarity with his/her research prior to this request.
- 2) The quality *and* quantity of the research, especially in relationship to productivity in this field.
- 3) The main thrust(s) of the research and the impact of this research on this field.
- 4) The degree of creativity and originality of the research.
- 5) To what degree the research has evolved.
- 6) How Professor _____'s research and productivity compare with others with similar training and experience in the field.
- 7) How do you categorize Professor _____'s research accomplishments—Excellent, Meritorious, or Not Meritorious—compared to others in this field and at a similar point in their career?

As Professor _____ will be evaluated by faculty outside of his/her department, **please include a copy of your current summary vita with your evaluation letter.** Your final evaluation letter should be on your

University letterhead with your signature. A hard copy may be sent by U.S. mail to my attention at the address listed above or it may also be sent electronically as a PDF with your electronic signature to my administrative assistant at [add contact email]. We would appreciate receiving your evaluation no later than [add date].

If you have any questions concerning the review, please feel free to call me at [add phone] or e-mail me at: [add email contact]. Thank you very much for your willingness to assist the University of Colorado Denver in this important academic review process.

Sincerely,

Appendix I: Dossier Overview

1. General

- a. Candidates for reappointment, tenure, or promotion are responsible for ensuring that the material in the dossier:
 - (1) is NOT contained in plastic sleeves;
 - (2) is submitted in the order specified;
 - (3) is separately tabbed with text, not alpha or numeric, labels that are well-secured in their plastic tabs; and
 - (4) is complete, accurate, and properly organized in the appropriate sections.
- b. While the candidate is expected to provide information about his or her entire career, evaluations focus on activities since the date of the last appointment, reappointment, tenure, or promotion.
- c. The dossier may be presented in no more than three (3), 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). Remember, more is not necessarily better!

2. Dossier

- a. **Current Curriculum Vitae.** The curriculum vitae must be current to the date of submission and must follow the format provided in Appendix F. Primary units shall not propose, require, or use different curriculum vitae formats unless recommended by the discipline. If this is the case, explain this to the reviewer.
- b. **Summary Statement.** This is a two-to-three-page summary overview of the candidate's teaching, research and service and responses to any suggestions and/or recommendations made in prior RTP reviews.
- c. **Teaching.** Material related to teaching includes a statement of teaching philosophy and changes in teaching methods over the years, a summary table report on the history of courses taught and the number of students in classes (see Appendix D), work with students outside the classroom, methods used to review teaching, grading practices, a summary of the student evaluations, and a response to the evaluation data. A summary of the average overall course and instructor ratings, from the Faculty Course Questionnaires (FCQ) should be included. Actual FCQs for at least the most recent three (3) years must be provided in a separate binder unless school/college policy suggests otherwise (e.g. in the case of large classes. If a representative selection of actual FCQs is provided, the means of selection must be described.
- d. **Librarianship.** Library faculty include materials related to the practice of librarianship and work with students in that context.

- e. **Research and Creative Work.** Material related to research and creative work includes a statement describing the focus of the candidate's research/creative work to date, anticipated future directions, and information related to publications, performances, galleries, grants, and related research, scholarly and other creative activity. Where the candidate has co-authors, the candidate must explain the role of each co-author and the meaning of the order of co-authors' names. For refereed journals, some indication should be provided, e.g., the reputation of the journal; the circulation data of the journal; the acceptance rates (include the number of submissions) for the journal, etc. Similarly, for creative work (performances or exhibitions), an attempt must be made to evaluate the venue. Creative work, like scholarship, must be peer-reviewed. Where the candidate has received support for research/creative activities, that information must be disclosed and explained in detail.
- f. **Service.** Material related to service includes all significant professional service to the university, city, state, region, nation, and to professional associations. An explanation must be provided for any separately compensated service.

3. Color of Dossier

Colleges, schools, and the library provide each candidate with up to three, three-ring binders, color-coded as follows:

College of Architecture and Planning	Gray
College of Arts & Media	Royal
blue Auraria Library	White
Business School	Maroon
School of Education and Human Development	Pale blue
College of Engineering and Applied Science	Red
College of Liberal Arts and Sciences	Green
School of Public Affairs	Black

4. Content of Dossier

- a. **Organization.** Dossiers are organized with tabbed dividers into specific sections, with each section containing the necessary relevant information
- b. **Limitation.** Dossiers are limited to three (3), three-ring binders. The first binder contains all essential information. Supporting documentation, such as actual FCQ's, must be submitted in separate binders. Sample dossiers are available for review in the Center for Faculty Development.
- c. **Presentation of material.** Material in the dossier must be presented in an easily readable form without having to be removed from the dossier. Material is not to be presented in three-hole punched plastic sleeves.
- d. **Labeling of material.** Each dossier must be separately tabbed by section with text, not alpha or numeric labels.

5. Order of Material in Dossier

Each dossier must contain the material detailed in the Dossier Checklist (See Appendix J: Vice Chancellor's Advisory Committee (VCAC) Guidelines for Dossier Preparation). If material is omitted or is not in the order specified, the Office of the Provost will return the dossier to the dean's office without referring it to the VCAC Committee.

6. Return of Dossier

Dossier and supporting documentation, except external reviewer's letters, are returned to the candidate at the end of the RTP process.

Appendix J: 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/RTP.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 summary statement (two-to-three-page summary overview)

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)

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

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.

Appendix K: Letter Writing Requirements for Dossiers

There are a number of **necessary requirements** in preparing letters in a case for the Vice Chancellor’s Advisory Committee (VCAC). These typically are type-of-case-dependent.

(A) Comprehensive Review:

(a) Please **avoid designations** like excellent, meritorious, or not meritorious in Comprehensive Review evaluations in favor of using **approaching excellent, approaching meritorious, or not meritorious** in reviews by the primary unit, the first level review, and the dean. Do not invent other terminology.

(b) Record vote counts including the number of absences and recusals for teaching (librarianship), research, and 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.

Examples:

- the primary unit voted 3-1-0-0 (yes-no-recusal-absent) for **approaching excellent** in teaching with three committee members voting for approaching excellent and one for approaching meritorious
- voted 2-1-0-0 for **approaching meritorious** in research with two committee members voting for approaching meritorious and one for not meritorious
- voted 1-2-0-0 for **not meritorious** in service with one committee member voting for approaching meritorious and two for not meritorious
- add tables like the one following to record evaluation:

Evaluation of Teaching, Research, and Service (AE = approaching excellent, AM = approaching meritorious, NM = not meritorious)	Teaching(Librarianship)	Research	Service
Department/Primary Unit	7 AE	5 AE, 2 AM	4 AE, 3 AM
Dean’s Review Committee	3 AM, 4NM	1 AE, 1 AM, 5NM	5 AE, 2 AM
Dean’s Evaluation	AE	AM	AE

(c) Record the overall vote for reappointment

Examples:

- the primary unit voted 3-1-0-0 (yes-no-recusal-absent) for reappointment
- add table like the one below to record votes for reappointment

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

(B) Promotion and Tenure Review:

(a) Only use the designations **excellent**, **meritorious**, or **not meritorious** in Promotion and Tenure evaluations by the primary unit, the first level review, and the dean.

(b) Record vote counts including the number of recusals, abstentions, and absences for teaching (librarianship), research, and 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.

Examples:

- the primary unit voted 3-1-0-0 (yes-no-recusal-absent) for **excellent** in teaching with three committee members voting for excellent and one for meritorious
- voted 2-1-0-0 for **meritorious** in research with two committee members voting for meritorious and one not meritorious
- voted 1-2-0-0 for **not meritorious** in service with one committee member voting for meritorious and two for not meritorious
- add tables like the one above to record evaluations

(c) Record the overall vote for promotion and tenure

Examples:

- the primary unit voted 3-1-0-0 (yes-no-recusal-absent) for tenure and promotion
- add tables like the one above to record votes

(C) Promotion to Full Professor Review:

(a) Only 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 first level review, and the dean.

(b) Record vote counts including the number of recusals, abstentions, and absences for teaching (librarianship), research, and 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.

Examples:

- the primary unit voted 3-1-0-0 (yes-no-recusal-absent) for **excellent** teaching with three committee members voting for excellent and one voting for meritorious
- voted 2-1-0-0 for **meritorious** research with two committee members voting for meritorious and one for excellent
- voted 1-2-0-0 for **not meritorious** in service with one committee member voting for meritorious and two voting for not meritorious
- once the determinations above are made, an overall evaluation of **the record taken as a whole is excellent** or **the record taken as a whole is not excellent** can be made
- add table like the one below to record evaluations:

Evaluation of Teaching, Research, and Service (E = excellent, M = meritorious, NM = not meritorious)	Teaching (Librarianship)	Research	Service
Department/Primary Unit	7E	4E, 3M	7E
Dean’s Review Committee	7E	4E, 3M	7E
Dean’s Evaluation	E	M	E

(c) Record the overall recommendation for promotion to Full Professor:

Votes			
Department/Primary Unit	RECORD TAKEN	AS A WHOLE	IS EXCELLENT*
Dean’s Review Committee	RECORD TAKEN	AS A WHOLE	IS EXCELLENT*
Dean’s Recommendation	RECORD TAKEN	AS A WHOLE	IS EXCELLENT*

*Note that there are three criteria for promotion to Full Professor. These are found in the system administrative policy statement on “Standards, Processes and Procedures for comprehensive review,

tenure, and promotion of tenure-track faculty members,” a pdf of which can be obtained at http://www.ucdenver.edu/faculty_staff/faculty/faculty-affairs/policies-forms/Documents/new%20SPP.pdf

(D) Other Situations:

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