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 depend on the type of case.

(A) Comprehensive Review:

(1) Avoid designations of excellent, meritorious, or not meritorious in Comprehensive Review evaluations. Instead, use approaching excellent, approaching meritorious, or not meritorious in reviews by the primary unit, the dean’s advisory/review committee, and the dean.

(2) Record vote counts including the number of absences and recusals for teaching (librarianship), research/creative work, and leadership/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 (librarianship) with three committee members voting for approaching excellent and one for approaching meritorious

- voted 2-1-0-0 for approaching meritorious in research/creative work with two committee members voting for approaching meritorious and one for not meritorious

- voted 1-2-0-0 for not meritorious in leadership/service with one committee member voting for approaching meritorious and two for not meritorious

Add a table like the one following to record evaluations:

<table>
<thead>
<tr>
<th>Evaluation of Teaching (Librarianship), Research/Creative Work, and Leadership/Service</th>
<th>Teaching (Librarianship)</th>
<th>Research/ Creative Work</th>
<th>Leadership/ Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>(AE = approaching excellent, AM = approaching meritorious, NM = not meritorious)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department/Primary Unit</td>
<td>7 AE</td>
<td>5 AE, 2 AM</td>
<td>4 AE, 3 AM</td>
</tr>
<tr>
<td>Dean's Advisory/Review Committee</td>
<td>3 AM, 4NM</td>
<td>1 AE, 1 AM, 5NM</td>
<td>5 AE, 2 AM</td>
</tr>
<tr>
<td>Dean's Evaluation</td>
<td>AE</td>
<td>AM</td>
<td>AE</td>
</tr>
</tbody>
</table>

(3) Record the overall vote for reappointment

Example:

- the primary unit voted 3-1-0-0 (yes-no-recusal-absent) for reappointment
Add a table like the one following to record votes for reappointment:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Recusal</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Primary Unit</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Dean’s Advisory/Review Committee</td>
<td>1</td>
<td>6</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Dean’s Recommendation</td>
<td>X</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

(B) Promotion and Tenure Review:

(1) Only use the designations **excellent**, **meritorious**, or **not meritorious** in Promotion and Tenure evaluations by the primary unit, the dean’s advisory/review committee, and the dean.

(2) Record vote counts including the number of recusals and absences for teaching (librarianship), research/creative work, and leadership/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 (librarianship) with three committee members voting for excellent and one for meritorious

- voted 2-1-0-0 for **meritorious** in research/creative work with two committee members voting for meritorious and one not meritorious

- voted 1-2-0-0 for **not meritorious** in leadership/service with one committee member voting for meritorious and two for not meritorious

Add a table like the one following to record evaluations.

<table>
<thead>
<tr>
<th>Evaluation of Teaching (Librarianship), Research/Creative Work, and Leadership/Service (E = excellent, M = meritorious, NM = not meritorious)</th>
<th>Teaching (Librarianship)</th>
<th>Research/ Creative Work</th>
<th>Leadership/ Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Primary Unit</td>
<td>7E</td>
<td>5E, 2M</td>
<td>4E, 3M</td>
</tr>
<tr>
<td>Dean’s Advisory/Review Committee</td>
<td>3M, 4M</td>
<td>1E, 1M, 5NM</td>
<td>5E, 2M</td>
</tr>
<tr>
<td>Dean’s Evaluation</td>
<td>E</td>
<td>M</td>
<td>E</td>
</tr>
</tbody>
</table>
(3) Record the overall vote for promotion and tenure

Example:
- the primary unit voted 3-1-0-0 (yes-no-recusal-absent) for tenure and promotion

Add a table like the one following to record votes:

<table>
<thead>
<tr>
<th>Votes</th>
<th>Yes</th>
<th>No</th>
<th>Recusal</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Primary Unit</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Dean’s Advisory/Review Committe</td>
<td>1</td>
<td>6</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Dean’s Recommendation</td>
<td>X</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

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(C) Promotion to Full Professor Review:

(1) For the overall recommendation, 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 dean’s advisory/review committee, and the dean.

(2) Record vote counts including the number of recusals and absences for teaching (librarianship), research/creative work, and leadership/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 (librarianship) with three committee members voting for excellent and one voting for meritorious
- voted 2-1-0-0 for meritorious research/creative work with two committee members voting for meritorious and one for excellent
- voted 1-2-0-0 for not meritorious in leadership/service with one committee member voting for meritorious and two voting for not meritorious

Add a table like the one below to record evaluations:

<table>
<thead>
<tr>
<th>Evaluation of Teaching (Librarianship), Research/Creative Work, and Leadership/Service (E = excellent, M = meritorious, NM = not meritorious)</th>
<th>Teaching (Librarianship)</th>
<th>Research/ Creative Work</th>
<th>Leadership/ Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Primary Unit</td>
<td>7E</td>
<td>4E, 3M</td>
<td>7E</td>
</tr>
<tr>
<td>Dean’s Advisory/Review Committee</td>
<td>7E</td>
<td>4E, 3M</td>
<td>7E</td>
</tr>
<tr>
<td>Dean’s Evaluation</td>
<td>E</td>
<td>M</td>
<td>E</td>
</tr>
</tbody>
</table>
(3) Record the overall recommendation for promotion to Full Professor (the record taken as a whole is excellent or the record taken as a whole is not excellent).

<table>
<thead>
<tr>
<th>Votes</th>
<th>Record Taken</th>
<th>As A Whole</th>
<th>Is Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Primary Unit</td>
<td>RECORD TAKEN</td>
<td>AS A WHOLE</td>
<td>IS EXCELLENT</td>
</tr>
<tr>
<td>Dean's Advisory/Review Committee</td>
<td>RECORD TAKEN</td>
<td>AS A WHOLE</td>
<td>IS EXCELLENT</td>
</tr>
<tr>
<td>Dean's Recommendation</td>
<td>RECORD TAKEN</td>
<td>AS A WHOLE</td>
<td>IS EXCELLENT</td>
</tr>
</tbody>
</table>

*Note the criteria for promotion to Full Professor, found in the system administrative policy statement on “Standards, Processes and Procedures for comprehensive review, tenure, and promotion of tenure-track faculty members,” which can be found at https://www.cu.edu/ope/aps/1022.

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(D) Other Situations:

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