

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:

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

(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:

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

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(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.

Evaluation of Teaching (Librarianship), Research/Creative Work, and Leadership/Service (E = excellent, M = meritorious, NM = not meritorious)	Teaching (Librarianship)	Research/ Creative Work	Leadership/ Service
Department/Primary Unit	7E	5E, 2M	4E, 3M
Dean's Advisory/Review Committee	3M, 4M	1E, 1M, 5NM	5E, 2M
Dean's Evaluation	E	M	E

(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:

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

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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:

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

(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**).

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

*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.