

D.9. TIMELINE FOR APPOINTMENT, PROMOTION & TENURE REVIEW

Documents and Process

This timeline incorporates University and Campus policy as outlined in [APS 1022](#) and [CAP 1049](#).

A. FACULTY MEMBERS WITH PRIMARY APPOINTMENTS IN THE COLORADO SCHOOL OF PUBLIC HEALTH

JANUARY-FEBRUARY

List of appointment/promotion/tenure candidates

- Department Chairs inform the Office of Faculty Affairs (OFA) and DAPTCO Chairs about faculty going up for promotion with or without tenure and about outside hires at senior ranks with or without tenure.
- OFA informs faculty who will undergo appointment, promotion and/or tenure review about the timeline, documents, and process.

APRIL 15

Partial Dossier

- The candidate submits a partial dossier electronically to the OFA by April 15, to include the following documents:
 - a. CV Abstract
 - b. Current and full CV
 - c. Statements of teaching, research, public health practice/clinical activity (as applicable), and leadership & service
 - d. Summary of teaching evaluations and the actual course evaluations of all courses taught as course director in the past 3-5 years.
 - e. Three most important publications accompanied by an annotated cover page describing the candidate's substantial contribution to each article and the contribution to science of each publication.
- OFA ensures all documents are complete and sends the partial dossier to the relevant Department Chair, who will share it with a senior faculty reviewer selected by the Chair (or with the DAPTCO, if required by the Department's policy and procedures).

APRIL/MAY

Review of Partial Dossier by Department Chair and Senior Faculty Member

Note: For Departments choosing to have a DAPTCO preliminary review, the same procedures and timeline apply as outlined below, substituting review by DAPTCO for review by the Chair and Senior Faculty member.

- The Department Chair and the selected senior faculty member each review the candidate's partial dossier for appropriateness for promotion and/or tenure. The senior faculty member should be well qualified to assess the candidate's partial dossier and preferably from the candidate's home department. The senior faculty member must be at a higher rank than the candidate and in the tenure track for promotions of tenure track faculty. If the application is for the award of tenure, only tenured senior faculty members are eligible to serve as reviewers of the partial dossier. For promotion candidates in the research track and clinical teaching track, the senior faculty member may be in the same track.
- The senior faculty member communicates their support for or opposition to promotion or tenure to the Department chair.
- The Department Chair and senior faculty member provide written feedback to the candidate aiming to improve or strengthen the partial dossier.
- Should the Department Chair and the senior faculty member disagree on readiness for promotion or tenure, the case may be referred to the Associate Dean for Faculty for an assessment. The AD for Faculty will communicate their support for or opposition to promotion or tenure to the Department chair.

- For candidates applying for **tenure**, the AD for Faculty will also provide a partial dossier review (in addition to Chair and senior faculty member reviews) and give feedback to the Chair and to the candidate.
- The Department chair will make a final decision in support of or opposition to promotion or tenure and communicate it to the candidate.
- The candidate has the right to proceed further with the promotion/tenure process, even if the Department Chair recommends that the candidate should not proceed.
- The Department Chair shall communicate the final decision about whether the candidate will proceed with their application for promotion and/or tenure to the Office of Faculty Affairs by the end of May.

JUNE

Re-Submission of revised Partial Dossier

- The Candidate re-submits the partial dossier to the OFA including revisions and updates. The revised Partial Dossiers are due to OFA by June 15.

List of External Reviewers

a) Faculty with primary appointments at ColoradoSPH:

- The candidate must be given the opportunity to supply a list of potential external reviewers to the primary unit. The candidate may also indicate specific reviewers to exclude from consideration because their evaluations might be prejudiced.
- The Department Chair provides a final list of 6-8 possible external reviewers with full contact information, to the OFA by June 15. Providing the names of 6-8 external reviewers allows for refusals and cancellations by potential reviewers.
- The following criteria should be taken into consideration when identifying potential reviewers:
 - a) External reviewers from outside the University of Colorado system should be at peer or higher-ranked institutions. They should be associate professors or professors. For promotion to professor, the external reviewers should be professors. For award of tenure, external reviewers should be tenured. Exceptions may be made when external reviewers have specialized expertise.
 - b) Reviewers must be able to provide an impartial and evaluative review of the candidate's qualifications and accomplishments. They should provide an overall balanced view of the candidate and a range of perspectives.
 - c) They should not be a past collaborator or co-worker or co-author in the past 3 years, PI on a grant that is currently funding the candidate or be currently funded by a grant held by the candidate; a past mentor, advisor, dissertation director or supervisor; nor a relative or close personal friend.
 - d) Professional colleagues who may be biased (for or against) the candidate, or not able to give a fair, honest assessment of the candidate's accomplishments, should not be asked to serve as external reviewers.

b) Outside Hires with or without tenure

- In accordance with Administrative Policy Statement 1022, "If a candidate for tenure is a new hire, and at the time the letter of offer was issued, the individual held a tenured position at another institution, the letter(s) of recommendation for hire may be used in the tenure evaluation process in place of the external evaluation letters typically required. If necessary, additional letters may be requested in the tenure evaluation process."
- In accordance with CAP 1021, if the candidate is not currently tenured at another institution or if the letter(s) of recommendation for hire are not used, the primary unit will obtain three external letters of evaluation, with two of the external reviewers selected by the department chair and one selected by the candidate.

c) Candidates from local health and hospital organizations

- Arm's lengths letters are not required for promotion (aka "modified dossier"). Instead, the candidate's supervisor or higher-level position from their home institution, provides a letter of evaluation.

Initial Contact: Arm's Length / External Reviewers

- The OFA contacts the selected external reviewers in order to make sure that they are available and willing to provide a letter of evaluation.

JULY

Solicitation of Letters of Evaluation

- In the name of the Associate Dean for Faculty, the OFA solicits letters of evaluation; the partial dossier is made available to referees. The letters are due by September 1.

SEPTEMBER 1

Candidate: Submission of Full Dossier to OFA

- The candidate submits electronically the final, full dossier to the OFA for distribution to the DAPTCOs.
- The final dossier should include the following documents.
 - a. CV Abstract
 - b. Updated, comprehensive Curriculum Vitae.
 - c. Statements for teaching, research, public health practice/clinical activity (as appropriate), and leadership and service.
 - d. Summary of teaching evaluations and the actual course evaluations of all courses taught as course director in the past 3-5 years. Supporting documents (optional).
 - e. Three most important publications with a brief description of the candidate's substantial contribution to each article and the contribution to science of each publication.
- Updates (e.g., adding a newly received grant) to the dossier after September 1 are not permitted.

SEPTEMBER – OCTOBER

OFA: Submission of Full Dossiers to the DAPTCOs and Department Chair

- OFA sends full dossiers including external letters of evaluation to the DAPTCOs and Department Chairs.

DAPTCO review and submission of DAPTCO recommendation

- The DAPTCOs review, discuss and vote on the appropriateness of appointment, promotion and/or tenure.
- The Department Chairs promptly inform their candidates orally of the primary unit's recommendation.
- The DAPTCO Chair explains in written form to the Department Chair how the candidate meets (or does not meet) the criteria for the proposed rank in each area (as applicable), reports the vote in each applicable area and provides an overall recommendation and vote. The DAPTCO Chair letter is forwarded to the Department Chair and OFA. Upon review by the AD for Faculty, the Department Chair provides a copy of the DAPTCO letter to the candidate and the DAPTCO letter is added to the dossier.
- The candidate has the right to proceed with the APT review even if the DAPTCO recommendation is against promotion or tenure. In such cases, the DAPTCO recommendation is made available to the Associate Dean for Faculty, and the Department Chair will discuss the case with the Associate Dean.
- The candidate has the right to withdraw their application at any time prior to the DAPTCO vote.

Department Chair's review and submission of recommendation

- Based on the recommendation of the DAPTCOs and the letters of evaluation, the Department Chair writes their own recommendation letter, addressed to the Chair of APT and provided to OFA. Upon review by the AD of Faculty, the Department Chair provides a copy of the letter to the candidate.
- OFA adds the Department Chair's letter to the dossier, which is sent to APT.

NOVEMBER – JANUARY

APT review and submission of APT recommendation

- APT discusses and votes on appropriateness of promotion and/or tenure. The APT Chair explains in written form to the Dean how the candidate meets the criteria for the proposed rank or tenure in each area (as applicable), reports the vote in each applicable area and provides an overall recommendation and vote.
- Upon review by the AD for Faculty, the APT recommendation letter is forwarded to the Dean for his own review and assessment.
- The candidate has the right to proceed with the application, even if the APT recommendation is against promotion or tenure.
- The candidate has the right to withdraw their application at any time prior to the APT vote.

FEBRUARY – APRIL

Dean's review and report

- The Dean reviews the dossiers including external, DAPTCO, Chair and APT letters and makes recommendations for all candidates.
- The Dean must promptly inform the Department Chair orally of the Dean's recommendation. The Department Chair must promptly inform the candidate orally of the Dean's recommendation.
- Dean's recommendations for the award of tenure with or without promotion, and for outside hire with award of tenure, must be completed by mid-February, to be forwarded to the Office of the Provost.
- Dean's recommendations for promotion only and for outside hires without tenure should be completed no later than April. The Dean's letter together with the letter of APT is shared with both the Department Chair and the candidate, as well as the Associate Dean for Faculty.

MARCH-JUNE

a) Outside Hire and Promotion without tenure

- May-June: Based upon the Dean's recommendation, outside hires without tenure receive a letter from the Dean that their appointment has been approved. Candidates for promotion without tenure will receive a letter of offer with the new terms. The OFA submits the letter of offer together with the Personal Matter Report (PMR) to the Office of the Provost. The Provost reviews the letter of offer and signs the PMR.
- June 1 or July 1: Approved promotions take effect.

b) Promotion with tenure; award of tenure only; outside Hire with tenure; dissenting votes on promotion

- March 1: The OFA submits the full dossiers, including the recommendations of DAPTCO, Chair, APT, and the Dean, and, in the case of dissenting votes, the committee(s) and/or Dean's statements of disagreement, to the Office of the Provost.
- March-April: Vice Chancellor's Advisory Committee for Reappointment, Tenure and Promotion (VCAC) reviews and votes on the cases. The VCAC sends recommendations to the Provost with the results of the reviews.
- May: The Provost reviews the dossiers, including the VCAC recommendations. Upon approval, the Provost recommends the award of tenure to the Chancellor and informs the candidates in written form. For procedures in the case of disapproval by the Provost, please see APS 1022, VII.
- The Chancellor reviews the documents and prepares a Request for Action for the President.
- June: All positive recommendations for tenure are forwarded to the President for review and approval prior to submission to the Board of Regents (BOR). The President signs the Request for Action and forwards it together with the dossier to the BOR. For procedures in the case of disapproval by either the Chancellor or the President, please see APS 1022, VII.

- The BOR makes the final decision on the award of tenure including for outside hires with tenure. Only the BOR has the power either to award tenure or to rescind a tenured appointment.
- The Provost informs the candidates and the Dean about the final decision by the BOR.
- July 1: Tenure applications approved by the Regents take effect.