Letter Writing Requirements for Dossiers

There are a number of **necessary requirements** in preparing letters in a case for the second-level and third-level reviews. These typically depend on type of case.

(A) COMPREHENSIVE REVIEW FOR REAPPOINTMENT

(1) <u>For evaluations of the three areas</u>: Record vote counts (yes-no-recusal-absent) for teaching (librarianship), scholarly/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. A recused committee member cannot be present during the discussion or vote. **Abstentions are not permitted**.

In the Primary Unit evaluations, the total in the vote table should equal the number of faculty eligible to vote. Faculty who are eligible to vote but cannot vote due to departmental bylaws restrictions (e.g., the chair), participation in upper levels of review (DAC, Dean, or VCAC), or a conflict of interest should be counted as recused.

Use the designations **on track for tenure; not on track for tenure, but could meet standards for tenure with appropriate corrections**; or **not on track for tenure** for evaluations of the three areas.

Examples:

- The primary unit voted 6-0-0-0 (yes-no-recusal-absent) for **on track for tenure** in teaching with six committee members voting for on track for tenure.

- The primary unit voted 4-2-0-0 (yes-no-recusal-absent) for **not on track for tenure, but could meet standards for tenure with appropriate corrections** in scholarly/creative work with four committee members voting for not on track for tenure, but could meet standards for tenure with appropriate corrections and two for on track for tenure.

- The primary unit voted 4-2-0-0 (yes-no-recusal-absent) for **not on track for tenure** in leadership/service with four committee members voting for not on track for tenure and two for not on track for tenure, but could meet standards for tenure with appropriate corrections.

Add a table like the one following to record evaluations:

Evaluation of Teaching (Librarianship), Scholarly/Creative Work, and Leadership/Service (OT = on track for tenure, NY = not yet on track for tenure, but could meet standards with appropriate corrections, NOT = not on track for tenure)	Teaching (Librarianship)	Scholarly/ Creative Work	Leadership/ Service
Department/Primary Unit	6OT	4NY, 2OT	4NOT, 2NY
Dean's Review/Advisory Committee	5OT, 2NY	4OT, 3NY	5NY, 1 OT, 1NOT
Dean's Evaluation	OT	OT	NY

(2) <u>For the overall rating</u>: Use the designations **on track for tenure; not on track for tenure, but could meet standards for tenure with appropriate corrections**; or **not on track for tenure** in reviews by the primary unit, the dean's review/advisory committee, and the dean in Comprehensive Review evaluations. Do not invent other terminology.

Overall Evaluation	On track for tenure	Not yet on track for tenure, but could meet standards for tenure with appropriate corrections	Not on track for tenure
Department/Primary Unit	6	0	0
Dean's Review/Advisory Committee	5	1	1
Dean's Evaluation	X		

(3) <u>For the overall recommendation and vote</u>: Record the overall vote for reappointment as yes-no-recusal-absent.

Examples:

- The dean's advisory committee voted 6-1-0-1 (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	10	0	0	0
Dean's Review/Advisory Committee	6	1	0	1
Dean's Recommendation	X		NA	NA

If the vote is not unanimous, the letter should explain the dissenting views or include a minority report submitted by the dissenting faculty, if they choose to do so. If no dissenting views were expressed, the letter should explicitly state that.

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(B) TENURE AND PROMOTION REVIEW

(1) <u>For evaluations of the three areas</u>: Record vote counts (yes-no-recusal-absent) for teaching (librarianship), scholarly/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. A recused committee member cannot be present during the discussion or vote. **Abstentions are not permitted**.

In the Primary Unit evaluations, the total in the vote table should equal the number of faculty eligible to vote. Faculty who are eligible to vote but cannot vote due to departmental bylaws restrictions (e.g., the chair), participation in upper levels of review (DAC, Dean, or VCAC), or a conflict of interest should be counted as recused.

Use the designations **excellent**, **meritorious**, or **not meritorious** in Tenure and Promotion evaluations by the primary unit, the dean's review/advisory committee, and the dean.

Examples:

- The primary unit voted 6-1-0-0 (yes-no-recusal-absent) for **meritorious** in teaching with six committee members voting for meritorious and one for excellent.
- The primary unit voted 7-0-0-0 for **excellent** in scholarly/creative work with seven committee members voting for excellent.
- The dean's advisory committee voted 4-3-0-0 for **not meritorious** in leadership/service with four committee members voting for not meritorious, two for meritorious, and one for excellent.

Add a table like the one following to record evaluations:

Evaluation of Teaching, Scholarly/Creative Work, and Leadership/Service (E = excellent, M = meritorious, NM = not meritorious)	Teaching (Librarianship)	Scholarly/ Creative Work	Leadership/ Service
Department/Primary Unit	6M, 1E	7E	4E, 3M
Dean's Review/Advisory Committee	4E, 3M	6E, 1M	4NM, 2M, 1E
Dean's Evaluation	E	E	M

(2) <u>For the overall recommendation and vote</u>: Record the overall vote for promotion and tenure as yes-no-recusal-absent.

Example:

- The dean's advisory committee voted 6-1-1-0 (yes-no-recusal-absent) in favor of tenure and promotion; one member was recused.

Add a table like the one following to record votes:

Votes	Yes	No	Recusal	Absent
Department/Primary Unit	7	0	0	1
Dean's Review/Advisory Committee	6	1	1	0
Dean's Recommendation	X		NA	NA

If the vote is not unanimous, the letter should explain the dissenting views or include a minority report submitted by the dissenting faculty, if they choose to do so. If no dissenting views were expressed, the letter should explicitly state that.

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(C) PROMOTION TO FULL PROFESSOR REVIEW

(1) <u>For evaluations of the three areas</u>: Record vote counts (yes-no-recusal-absent) for teaching (librarianship), scholarly/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. A recused committee member cannot be present during the discussion or vote. **Abstentions are not permitted.**

In the Primary Unit evaluations, the total in the vote table should equal the number of faculty eligible to vote. Faculty who are eligible to vote but cannot vote due to departmental bylaws restrictions (e.g., the chair), participation in upper levels of review (DAC, Dean, or VCAC), or a conflict of interest should be counted as recused.

Use the designations **excellent**, **meritorious**, or **not meritorious** in Promotion to Professor evaluations by the primary unit, the dean's review/advisory committee, and the dean.

Examples:

- The primary unit voted 4-0-0-1 (yes-no-recusal-absent) for **excellent** in librarianship with four committee members voting for excellent; one member was absent.
- The primary unit voted 3-1-0-1 (yes-no-recusal-absent) for **meritorious** in scholarly/creative work with three committee members voting for meritorious and one for excellent; one member was absent.
- The primary unit voted 3-1-0-1 for **not meritorious** in leadership/service with one committee member voting for meritorious and three voting for not meritorious; one member was absent.

Add a table like the one following to record evaluations:

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

(2) <u>For the overall recommendation and vote</u>: Add a table like the one following to record votes:

Votes for Promotion	Yes	No	Recusal	Absent
Department/Primary Unit	4	0	0	1
Dean's Review/Advisory Committee	5	2	1	0
Dean's Recommendation	X		NA	NA

(3) <u>For the overall evaluation</u>: Add a table like the one following to record the overall evaluation for Promotion to Full Professor.

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 review/advisory committee, and the dean.

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

If the vote is not unanimous, the letter should explain the dissenting views or include a minority report submitted by the dissenting faculty, if they choose to do so. If no dissenting views were expressed, the letter should explicitly state that.

*Note that there are three criteria for promotion to Full Professor. These are found in the system Administrative Policy Statement 1022.V.K.: https://www.cu.edu/ope/aps/1022.

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(D) OTHER SITUATIONS

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