

## Dossier Checklist: Hire with Tenure 2026-27

Candidate's Name: \_\_\_\_\_

School/College/Library: \_\_\_\_\_

Current Rank/Title: \_\_\_\_\_

Action:      Tenure              Promotion

A candidate's dossier must include the following items:

**Completed dossier checklist**

**UCD-7 signature form**

**Primary unit criteria for CU Denver primary unit**

**Criteria for tenure/promotion at candidate's current institution**

**Current curriculum vitae**

**Evidence of meritorious or excellent teaching** (*e.g. peer reviews of teaching, student evaluations, syllabi, curriculum development, mentoring, awards*) including a narrative summary that describes their merit or excellence in teaching

**Examples of meritorious or excellent scholarly/creative work** (*three publications or other supporting documentation are sufficient*)

**Evidence of meritorious or excellent leadership/service**

**Primary unit recommendation and vote including analysis of teaching, scholarly/creative work, and leadership/service\***

**if vote is not unanimous, an explanation of dissenting views is required and a minority report by dissenting faculty may be added**

**Dean/Director's review/advisory committee recommendation and vote\***

**if vote is not unanimous, an explanation of dissenting views is required and a minority report by dissenting faculty may be added**

**Dean/Director's recommendation\* including the three required points enumerated in Campus Administrative Policy 1021D: Hire with Tenure-CU Denver (July 1, 2020)**

- a) *A statement of the specific merits of the candidate, including a summary of how the candidate meets or exceeds the Regental and school, college, or library standards for tenure, tenure and promotion, or tenure at the rank of professor.*
- b) *A description of the long-range fiscal and academic program plans for the unit.*
- c) *An explanation of how the personnel action fits into the unit's plan.*

**Situational Letters (as appropriate to the situation)**

Situation A: Copy of the official letter granting the candidate tenure at the current institution

*Candidate is currently a tenured associate professor at a comparable institution, and requests tenure as an associate professor.*

Situation B: Copy of the official letter granting the candidate tenure at the current institution  
AND

three external letters of evaluation for promotion to the rank of professor OR letters of recommendation for hire

*Candidate is currently a tenured associate professor at a comparable institution, and requests tenure and promotion to professor.*

Situation C: Copy of the official letter granting the candidate tenure at the current institution  
AND

copy of the official letter granting the candidate the rank of professor at the current institution

*Candidate is currently a tenured professor at a comparable institution, and requests tenure and the rank of professor.*

Situation D: Copy of the official letter granting the candidate the current rank at the current institution  
AND

three external letters of evaluation for the award of tenure

*(a very unusual situation): Candidate is not currently tenured at another institution, but has a record that clearly meets the Campus' standards for tenure. This would most likely only occur if the candidate is at a program/institution that does not grant tenure.*

**External Letters if required (if the letters of recommendation for hire are not used or if the candidate is not currently tenured at another institution)**

I have reviewed this candidate's dossier and affirm that it is complete and is consistent with University policy.

**Dean/Director's  
Signature**

**Date**

\* Note that **Letter Writing Requirements for Dossiers** dictates the acceptable wording for evaluation and vote counts of performance in teaching, scholarly/creative work, and leadership/service.