

# Naming Conventions AY 2026-27

The following tables indicate the naming conventions for dossier components. Certain dossiers may not have all the items that are indicated, but the ordering of what is placed in the dossier should follow the guidelines.

**Table 1. Comprehensive Review for Reappointment: Dossier Components (all in PDF)**

Dossier Component	File Name
Dossier Checklist	01_LastNameFirstName_Checklist
UCD-7 Signature Form	02_LastNameFirstName_SignatureForm
Primary Unit Criteria Primary Unit Criteria Version Agreement	03_LastNameFirstName_PrimaryUnitCriteria 03a_LastNameFirstName_PUCVersionAgreement
Initial Offer Letter	04_LastNameFirstName_InitialOfferLetter
Previous RTP/Personnel Actions	05_LastNameFirstName_PreviousRTP_PersonnelActions
External Impact Statement (optional)	06_LastNameFirstName_ExternalImpactStatement
Curriculum Vitae	07_LastNameFirstName_CV
Overall Summary Statement	08_LastNameFirstName_SummaryStatement
Teaching (Librarianship) Statement	09_LastNameFirstName_TeachingStatement
Scholarly/Creative Work Statement	10_LastNameFirstName_ScholarlyCreativeStatement
Leadership/Service Statement	11_LastNameFirstName_ServiceStatement
Supporting Teaching (Librarianship) Materials	12_LastNameFirstName_SupportingTeachingMaterials 12a_LastNameFirstName_FCQSummaryTable 12b_LastNameFirstName_FCQSummaries
Supporting Scholarly/Creative Work Materials	13_LastNameFirstName_SupportingScholarlyMaterials
Supporting Leadership/Service Materials	14_LastNameFirstName_SupportingServiceMaterials
Primary Unit Evaluation Committee Report	15_LastNameFirstName_PrimaryUnitEvalCommitteeReport
Primary Unit Analysis of Teaching (Librarianship)	16_LastNameFirstName_PUAnalysisTeaching
Primary Unit Analysis of Scholarly/Creative Work	17_LastNameFirstName_PUAnalysisScholarlyCreativeWork
Primary Unit Analysis of Leadership/Service	18_LastNameFirstName_PUAnalysisService
Primary Unit Recommendation	19_LastNameFirstName_PrimaryUnitRecommendation

Dean's Advisory Committee Recommendation	20_LastNameFirstName_DeansAdvisoryRecommendation
Dean's Recommendation	21_LastNameFirstName_DeansRecommendation
Case Reconsideration Recommendation(s) ( <b>*only for cases reconsidered by schools/colleges/library</b> )	22_LastNameFirstName_ReconsiderationRecommendations

**Table 2. Tenure / Tenure and Promotion: Dossier Components (all in PDF)**

Dossier Component	File Name
Dossier Checklist	01_LastNameFirstName_Checklist
UCD-7 Signature Form	02_LastNameFirstName_SignatureForm
Primary Unit Criteria Primary Unit Criteria Version Agreement	03_LastNameFirstName_PrimaryUnitCriteria 03a_LastNameFirstName_PUCVersionAgreement
Initial Offer Letter	04_LastNameFirstName_InitialOfferLetter
Previous RTP/Personnel Actions	05_LastNameFirstName_PreviousRTP_PersonnelActions
External Impact Statement (optional)	06_LastNameFirstName_ExternalImpactStatement
Curriculum Vitae	07_LastNameFirstName_CV
Overall Summary Statement	08_LastNameFirstName_SummaryStatement
Teaching (Librarianship) Statement	09_LastNameFirstName_TeachingStatement
Scholarly/Creative Work Statement	10_LastNameFirstName_ScholarlyCreativeStatement
Leadership/Service Statement	11_LastNameFirstName_ServiceStatement
Supporting Teaching (Librarianship) Materials	12_LastNameFirstName_SupportingTeachingMaterials 12a_LastNameFirstName_FCQSummaryTable 12b_LastNameFirstName_FCQSummaries
Supporting Scholarly/Creative Work Materials	13_LastNameFirstName_SupportingScholarlyMaterials
Supporting Leadership/Service Materials	14_LastNameFirstName_SupportingServiceMaterials
Primary Unit Evaluation Committee Report	15_LastNameFirstName_PrimaryUnitEvalCommitteeReport
Primary Unit Analysis of Teaching (Librarianship)	16_LastNameFirstName_PUAnalysisTeaching
Primary Unit Analysis of Scholarly/Creative Work	17_LastNameFirstName_PUAnalysisScholarlyCreativeWork
Primary Unit Analysis of Leadership/Service	18_LastNameFirstName_PUAnalysisService

Primary Unit Recommendation	19_LastNameFirstName_PrimaryUnitRecommendation
Dean's Advisory Committee Recommendation	20_LastNameFirstName_DeansAdvisoryRecommendation
Dean's Recommendation	21_LastNameFirstName_DeansRecommendation
External Review	22_LastNameFirstName_ExternalReview
Case Reconsideration Recommendation(s) ( <b>*only for cases reconsidered by schools/colleges/library</b> )	23_LastNameFirstName_ReconsiderationRecommendations

**Table 3. Promotion to Professor: Dossier Components (all in PDF)**

<b>Dossier Component</b>	<b>File Name</b>
Dossier Checklist	01_LastNameFirstName_Checklist
UCD-7 Signature Form	02_LastNameFirstName_SignatureForm
Primary Unit Criteria (must be most recent version)	03_LastNameFirstName_PrimaryUnitCriteria
Initial Offer Letter	04_LastNameFirstName_InitialOfferLetter
Previous RTP/Personnel Actions	05_LastNameFirstName_PreviousRTP_PersonnelActions
External Impact Statement (optional)	06_LastNameFirstName_ExternalImpactStatement
Curriculum Vitae	07_LastNameFirstName_CV
Overall Summary Statement	08_LastNameFirstName_SummaryStatement
Teaching (Librarianship) Statement	09_LastNameFirstName_TeachingStatement
Scholarly/Creative Work Statement	10_LastNameFirstName_ScholarlyCreativeStatement
Leadership/Service Statement	11_LastNameFirstName_ServiceStatement
Supporting Teaching (Librarianship) Materials	12_LastNameFirstName_SupportingTeachingMaterials 12a_LastNameFirstName_FCQSummaryTable 12b_LastNameFirstName_FCQSummaries
Supporting Scholarly/Creative Work Materials	13_LastNameFirstName_SupportingScholarlyMaterials
Supporting Leadership/Service Materials	14_LastNameFirstName_SupportingServiceMaterials
Primary Unit Evaluation Committee Report	15_LastNameFirstName_PrimaryUnitEvalCommitteeReport
Primary Unit Analysis of Teaching (Librarianship)	16_LastNameFirstName_PUAnalysisTeaching

Primary Unit Analysis of Scholarly/Creative Work	17_LastNameFirstName_PUAnalysisScholarlyCreativeWork
Primary Unit Analysis of Leadership/Service	18_LastNameFirstName_PUAnalysisService
Primary Unit Recommendation	19_LastNameFirstName_PrimaryUnitRecommendation
Dean's Advisory Committee Recommendation	20_LastNameFirstName_DeansAdvisoryRecommendation
Dean's Recommendation	21_LastNameFirstName_DeansRecommendation
External Review	22_LastNameFirstName_ExternalReview
Case Reconsideration Recommendation(s) ( <b>*only for cases reconsidered by schools/colleges/library</b> )	23_LastNameFirstName_ReconsiderationRecommendations

**Table 4. Hires with Tenure: Dossier Components (all in PDF)**

Dossier Component	File Name
Dossier Checklist	01_LastNameFirstName_Checklist
UCD-7 Signature Form	02_LastNameFirstName_SignatureForm
CU Denver Primary Unit Criteria	03_LastNameFirstName_PrimaryUnitCriteria
Candidate's Current Institution Tenure/Promotion Criteria	04_LastNameFirstName_CurrentInstitutionCriteria
Curriculum Vitae	05_LastNameFirstName_CV
Teaching (Librarianship) Evidence	06_LastNameFirstName_TeachingEvidence
Scholarly/Creative Work Evidence	07_LastNameFirstName_ScholarlyCreativeEvidence
Leadership/Service Evidence	08_LastNameFirstName_ServiceEvidence
Primary Unit Recommendation (including analysis of teaching, scholarly/creative work, and leadership/service)	09_LastNameFirstName_PrimaryUnitRecommendation
Dean's Review/Advisory Committee Recommendation	10_LastNameFirstName_DeansAdvisoryRecommendation
Dean's Recommendation	11_LastNameFirstName_DeansRecommendation
Situational Letters of Recommendation (as appropriate for Situation A, B, C, or D)	12_LastNameFirstName_SituationalLetters
External Letters (if required)	13_LastNameFirstName_ExternalLetters