

COLLEGE OF EDUCATION PROCEDURE

Title: Reappointment, Promotion, and Tenure for Tenured and Tenure-track Faculty

Number: 02-1-02

Functional Area: Academic and Faculty Affairs

Effective:	January 17, 2025
Supersedes:	All previous
Approved by:	Interim Dean Joe Wehrman
Date Approved:	January 17, 2025
Responsible Office:	Academic and Faculty Affairs
Policy Primary Contact:	Associate Dean for Academic and Faculty Affairs
Applies to:	College of Education

A. INTRODUCTION

The following will guide the process by which dossiers are created and reviewed, and the general deadlines for each step in the review process. Note that deadlines may be adjusted as necessary each year to correspond with the final due dates established by the Provost's Office. Any changes in deadlines will be communicated as soon as possible. Note, this document will be adjusted to be in alignment with any changes to campus policy 200-001.

B. RPT DATES AND PROCEDURES

For those requiring external review (applicable to tenure/associate professor and full professor).

- **By the end of February:** Faculty members *not* scheduled for review by an appointment letter (e.g., early Promotion and Tenure, Promotion to Full Professor) notify the Dean in writing of intent to be reviewed.
- **By first Friday in March:** Dean's designee will provide the External Reviewer List template.
- **AY Prior – By the first day of April:** Faculty members provide to the Dean's designee a list of at least 12 external reviewers using the Provost's Office "External Reviewer List" template.
- **By May 15:** Upon approval from the dean, the dean's designee shall contact external reviewers to solicit participation, providing instructions for reviewing packets, returning reviews, and due date.
- **By the end of April:** Faculty members email their external review packet to Dean's Designee.
- **By Last Friday in June:** Dean's designee shall send the external review packet to reviewers.
- **By the end of September:** All external letters received by the due date shall be uploaded into Watermark.

For all tenure track faculty members undergoing a review:

- **Before the second Wednesday in April:** Faculty members provide input to Department Chair and Dean regarding preferences for membership of the Primary Unit Evaluation Committee (PUEC) and Dean's Review Committee (DRC).
- **Second Wednesday in April:** Department chairs provide recommendations of individuals willing to serve on Primary Unit Evaluation Committees (PUEC) and Dean's Review Committee (DRC) to the Dean. Department chairs must confirm with recommended PUEC and DRC members that they are willing to serve.
- **By last Friday in April:** Names of committee members are forwarded to the Provost's Office by the Dean's designee for creation of Watermark accounts.
- **First Friday in July:** Watermark accounts should be available for faculty members.
- **Third Friday in September:** Faculty members will load the full dossier and all other documents in Watermark, then submit to Dean's designee for processing.

- **First Monday in October:** Dean's designee checks that all documents have been successfully uploaded and are available for PUEC review.
- **Last Monday in October:** PUEC completes work and submits letters to the DRC in Watermark.
- **First Monday in December:** DRC completes work and submits letters to the Dean in Watermark.
- **End of January:** Dean completes reviews and submits all documents to Provost's Office.

C. FULL DOSSIER—ALL FACULTY MEMBERS

The review process will be fully contained within Watermark, including the creation of the full dossiers by faculty members, reviews by PUEC and DRC, and the inclusion of letters by all committees, the Dean, and external reviewers.

Dossier contents must be organized into three separate PDF documents: (1) Teaching, (2) Scholarly/Creative Work, and (3) Leadership and Service. Each PDF document should include bookmarked sections to allow for ease of navigation for reviewers.

D. EXTERNAL REVIEW PACKET—TENURE/ASSOCIATE PROFESSOR AND FULL PROFESSOR

Faculty members who are required to create external review packets (e.g., those seeking promotion to associate or full professor) will assemble the documents listed below into a single bookmarked PDF file.

1. **External Review Packet Contents**

Completed external review packets will be submitted to the Dean's designee via email.

- a. UCCS and COE institutional profile
- b. College of Education *Reappointment, Promotion, and Tenure Guidelines*
- c. The faculty member's curriculum vitae
- d. A self-statement contextualizing the faculty member's work and drawing connections for the external reviewers.
- e. Summary of multiple measures of teaching effectiveness (1-2 pages)
- f. Three examples of representative scholarly work (e.g., journal articles, grant proposals, etc.)

E. DEPARTMENT CHAIR RESPONSIBILITIES

- **By end of first month of first semester of service:** Provide and discuss with all new tenure track faculty members the applicable CU System, UCCS Campus, and College of Education criteria and procedures for promotion and tenure. Review letter of offer and timeline for initial reappointment review, comprehensive reappointment review, tenure and promotion.
- **Before the second Wednesday in April:** Provide recommendations of individuals willing to serve on Primary Unit Evaluation Committees (PUEC) and Dean's Review Committee (DRC) to the Dean.
- **Before the first Monday in October:** If the department chair is not a member of the PUEC, DRC, or Vice Chancellor's Review Committee (VCRC) the department chair will write a letter for the faculty member undergoing review and submit to the dean's designee.

F. PRIMARY UNIT EVALUATION COMMITTEE (PUES) RESPONSIBILITIES

- **Beginning the First Monday in October:** Review full dossiers.
- **By Last Monday in October:** Write and load signed committee letters into Watermark.

G. DEAN'S REVIEW COMMITTEE (DRC) RESPONSIBILITIES

- **After Last Monday in October:** Review full dossiers.
- **By First Monday in December:** Write and load signed committee letters into Watermark.

H. DEAN'S DESIGNEE RESPONSIBILITIES

- **By first Friday in March:** Send the External Review List template to the faculty members.

- **By last Friday in April:** Coordinate with the Provost’s Office for the creation of PUEC and DRC committee members’ Watermark accounts for RPT.
- **By last Friday in May:** Coordinate with the Provost’s Office for the creation of faculty members’ Watermark accounts for RPT.
- **By April 30:** Facilitate distribution of UCCS and COE institutional descriptions to faculty members with external reviews.
- **First week of May:** Prepare Criteria Choice and UCDF-7 documents.
- **By May 15:** Contact external reviewers to solicit participation.
- **By last Friday in June:** Send dossiers to external reviewers via email.
- **First full week of June:** Send the Criteria Choice document for completion/signature and the UCDF-7 to the Candidates for review.
- **By end of September:** Receive letters from external reviewers and load letters into Watermark.
- **October – January:** Coordinate with PUEC, DRC, and Dean to secure signatures on required documents using AdobeSign.

I. DEAN’S RESPONSIBILITIES

- **Between First Monday in December and end of January:** Review full dossiers.
- **By the end of January:** Write and load signed letters into Watermark.

J. PROVOST’S OFFICE RESPONSIBILITIES

- **Late Spring:** Provide electronic copies of the letters from the PUEC, DRC, Dean, and VCRC at the completion of the process.

K. LEVELS OF REVIEW

	Initial reappointment review	Comprehensive reappointment review	Tenure and Promotion to Associate Professor	Promotion to Full Professor	Post-tenure Review
External Review			X	X	
Department Chair	X	X	X	X	X
Primary Unit Evaluation Committee	X	X	X	X	
Dean’s Review Committee	X	X	X	X	
Post-Tenure Review Committee					X
Dean	X	X	X	X	X
Vice Chancellor’s Review Committee		X	X	X	
Provost	X	X	X	X	X
Chancellor	X	X	X	X	
CU President			X		
CU Board of Regents			X		

Notes

1. History:
Initial procedure approval June 29, 2020 by Dean Valerie Martin Conley (prior to this date the procedures were combined with the RPT Criteria document)

Revised/approved January 17, 2025 by Interim Dean Joe Wehrman
2. Cross References/Appendices:
[UCCS Campus Policy Reappointment, Promotion, and Tenure 200-001](#)