

**UNIVERSITY OF COLORADO COLORADO SPRINGS  
HELEN AND ARTHUR E. JOHNSON BETH-EL  
COLLEGE OF NURSING AND HEALTH SCIENCES  
STANDARDS, PROCESSES, AND PROCEDURES FOR  
REAPPOINTMENT, PROMOTION AND TENURE  
Effective 7/1/2020**

Preamble

This policy specifies the procedures for reviewing and recommending applicants for reappointment, promotion, and tenure (RPT) by the Primary Unit Committee, the Dean's Review Committee, and the dean.

All candidates for reappointment, promotion, and/or tenure will be reviewed in accordance with the general criteria for teaching, scholarly/creative work, and leadership and service specified in the CU administrative policy 1022, "Standards, Processes and Procedures for Reappointment, Tenure, Promotion, and Post-Tenure Review," and the specific criteria and standards defined in the approved primary unit's "statement of criteria, standards, and evidence" developed in compliance with Regent Law 5.D "Reappointment (to a tenure-track position), Tenure, and Promotion."

Department Responsibilities

Each department will determine the appropriate number of suggested external reviewers necessary as part of their department RPT policy. External reviewers are required for promotion to associate professor and tenure and promotion to full professor; however, this process is optional during the comprehensive review. The chair of the Primary Unit Evaluation Committee, in consultation with the department chair, will review and approve/disapprove of suggested external reviewers according to their department's RPT policy requirements before sending to the dean. The department chair will send the approved list to the department staff member who is responsible for contacting the individual external reviewers to determine their willingness to serve. Once they agree to serve as reviewers, the department staff member will send each external reviewer the department RPT criteria, the candidate's curriculum vitae, personal statements, teaching, scholarly/creative work and leadership and service summary grids, and samples of scholarly work by Sept 1.

Composition of the Primary Unit Evaluation Committee (PUEC)

At least three tenured associate and/or full professors from the candidate's department will serve as the PUEC, including the department chair. The members of the PUEC will be selected by the department chair or as stated in the respective department's RPT policy/procedures but must do so by May 1. The chair of the PUEC shall be selected by the department chair unless specified

otherwise in the respective department's RPT policy/procedures. The final composition of the committee must be an odd number of members. If an insufficient number of tenured faculty are available to serve on the PUEC, then faculty from related departments will be selected. Members of the PUEC may not serve on the Dean's Review Committee or the Vice Chancellor's Review Committee for a candidate which they evaluated at the PUEC level. The PUEC will also serve as the post-tenure review committee.

#### PUEC Responsibilities

The PUEC is responsible for evaluating the candidate's dossier, votes on their recommendation, and writes a letter addressed to the dean regarding the committee's recommendation/votes/evaluation. The recommendation must be received by the college HR coordinator no later than October 31. The PUEC Chair then provides oral or written (not the official letter) notification regarding the PUEC's recommendation to the candidate.

As permitted in APS 1022, and noted in the individual department RPT policies within Johnson Beth-El, the faculty of the Department of Health Sciences, the Department of Human Physiology and Nutrition, and the Department of Nursing have voted not to have a vote of their respective primary unit faculty as a step in the reappointment, promotion, and tenure process.

#### Composition of the Dean's Review Committee (DRC)

One tenured associate and/or full professor from each department will serve as the DRC. To determine the DRC members, the College Faculty Affairs Committee (FAC) will distribute a call for nominations. The FAC will then hold a college-wide electronic ballot vote among the tenure track and tenured faculty to determine the three DRC members. The final composition of the committee must be an odd number of members, with representation from each department, when possible. The FAC will also identify a DRC Chair from the three elected members. Each DRC member will serve a three-year term. Upon completing a three-year term, a DRC member must wait a full year before being considered for another three-year term. The members of the DRC will be determined by May 1. Only members at or above the rank being considered may vote on decisions to promote a faculty member (e.g. only full professors can evaluate for promotion to rank of full professor). If an insufficient number of tenured faculty are available to serve on the DRC, then faculty from related departments will be selected by the FAC in consultation with the dean to serve a one-year term. Members of the DRC may not serve on the PUEC or the Vice Chancellor's Review Committee for a candidate that they evaluated at the DRC level.

#### DRC Responsibilities

The DRC meets to evaluate the candidate's dossier, votes on their recommendation, and writes a letter addressed to the dean regarding their recommendation/votes/evaluation. The recommendation must be received by the college HR coordinator no later than November 30.

The DRC chair then provides oral or written (not the official letter) notification regarding the DRC's recommendation to the candidate.

### Dean's Review

The dean reviews the candidate's dossier, as well as the letters from the PUEC and DRC. The dean will then write his/her letter addressed to the Executive Vice Chancellor for Academic Affairs (EVCAA) regarding his/her recommendation. The dean's recommendation must be received by the EVCAA no later than February 1. The Dean then provides oral or written (not the official letter) notification regarding the Dean's recommendation to the candidate.

### PUEC, DRC, and Dean's Review Letters

The college HR coordinator will send candidates the final PUEC, DRC, and dean's evaluation letters by February 15.

### General Statement on Teaching

Effective teaching is a fundamental requirement of college faculty. Candidates should provide multiple indicators (three or more) of teaching performance that includes FCQs. Candidates are encouraged to provide evidence of the effective implementation of interprofessional education content into courses and curriculum.

### General Statement on Scholarly/Creative Work

Scholarship is critical to the mission of the college and university. Candidates should provide ample evidence of consistent scholarly production that contributes to new scientific discoveries. Candidates should be able to describe a clear research focus and trajectory of work.

### General Statement on Leadership and Service

Leadership and service are critical to the day-to-day operations of the candidate's departments, the college, and the university, as well as to their professional organizations. Therefore, faculty are expected to provide and demonstrate leadership and service to these internal and external entities.

### Initial Reappointment and Comprehensive Reappointment Reviews

Faculty are responsible for demonstrating that the granting of reappointment is warranted through their performance. As such, faculty must demonstrate high-quality professional

contributions in all three areas of performance review (Teaching, Scholarly/Creative Work, Leadership and Service) throughout the associated review period. Faculty at the initial and comprehensive review periods must be deemed (in all applicable categories) to be “on track for tenure”, “not yet on track for tenure but could meet standards for tenure with appropriate corrections”, or “not on track for tenure”. There will also be a separate recommendation regarding reappointment.

### Granting of Tenure

Faculty are responsible for demonstrating that the granting of reappointment, promotion, and/or tenure is warranted through their performance. As such, faculty must demonstrate high-quality professional contributions in all three areas of performance review (Teaching, Scholarly/Creative Work, Leadership and Service) throughout the associated review period. As acknowledged in system policy “Standards, Processes and Procedures for Reappointment, Tenure, Promotion, and Post-Tenure Review,” faculty applying for tenure must be deemed meritorious in all applicable categories and excellent in either teaching or scholarly/creative work as defined by the primary unit criteria.

### Appeals Process

The Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences abides by the University policies for negative decisions cited in UCCS policy number: 200-001, “Reappointment, Promotion, and Tenure”.

Approved 4/22/2020 by the Johnson Beth-El Dean.

Approved 5/1/2020 by the faculty of the College Faculty Affairs Committee with a vote of 5-0-0.

Approved 6/5/2020 by Provost Tom Christensen.

## RPT Calendar

Date	Activity or Document(s) Due	Person(s) Responsible
March	The HR coordinator notifies the department chairs and department staff of candidates up for reappointment, promotion, and tenure review. The HR coordinator will also notify all candidates who are eligible for review.	HR Coordinator
March	The candidates meet with the department chair to discuss their intent to apply for reappointment, promotion, and/or tenure. The candidates notify the dean by a letter of intent, with a cc to the HR coordinator.	Candidates
April 1	The HR coordinator notifies the provost's office of people that are being reviewed. The HR coordinator emails the candidates the college timeline and general instructions on the review process.	HR Coordinator
April 30	The department staff member asks the comprehensive and promotion review candidates to provide a list (specific number of potential reviewers determined by respective department) of potential external reviewers.	Department Staff Member
April-June	Candidate's submit suggestions for external reviewers (if necessary) to the department staff member.	Candidate
April -June	The department staff member emails the approved list of external reviewers to the department chair. The department chair reviews and approves, in consultation with the dean, the list of external reviewers according to their department's RPT policy requirements and sends the approved list to the department staff member.	Department Staff Member
May 1	The department chair identifies members of the Primary Unit Evaluation Committee (PUEC). The FAC identifies members of the Dean's Review Committee.	Department Chair and Dean
August 15	Department staff member emails the approved external reviewers to see if they are willing to serve.	Department Staff Member
Sept. 1	Dossier materials must be uploaded into Digital Measures.	Candidate
Sept. 1	The department staff member sends the external reviewers the College RPT criteria, the candidate's curriculum vitae, personal statements, teaching, scholarly/creative work, and leadership and service summary grids, and samples of scholarly work.	Department Staff Member
Oct. 1	The PUEC meets to evaluate the candidate's dossier, votes on their recommendation, and writes a letter addressed to the dean regarding their recommendation/votes/evaluation. The recommendation must be received by the HR Coordinator no later than October 31. The PUEC chair then provides oral or written	PUEC

	notification to the candidate regarding the PUEC's recommendation.	
Nov. 1	The DRC meets to evaluate the candidate's dossier, votes on their recommendation, and writes a letter addressed to the dean regarding their recommendation/votes/evaluation. The recommendation must be received by the HR coordinator no later than November 30. The DRC chair then provides oral or written notification to the candidate regarding the DRC's recommendation.	DRC
Jan/Feb.	The dean reviews the candidate's dossier and writes a letter addressed to the Executive Vice Chancellor for Academic Affairs regarding his/her recommendation, due no later than February 1. The dean then provides oral or written notification to the candidate regarding his/her recommendation.	Dean
Feb. 1	Candidate's dossier materials are due to the provost's office.	HR Coordinator
Feb. 15	Once the provost has completed his/her review, the HR coordinator sends a copy of the PUEC, DRC and dean's review letters to the candidate.	HR Coordinator