



July 1, 2019

TO: College Executive Committee

FROM: Janice Nerger, Dean, College of Natural Sciences

SUBJECT: Tenure and Promotion Application Process – TTF and NTTF

Applications for faculty tenure and/or promotion **must be submitted to the Dean's Office no later than 4:00 pm on Tuesday, November 12, 2019**. This deadline will be strictly enforced. Dossiers will be available for department chairs for review by November 13. CEC recommendations will be made at a special CEC meeting on Thursday, November 21, from 8 am – 5 pm in room 008 Statistics (continental breakfast and lunch provided) and tentatively on Friday, November 22 from 8 am – 12 pm if needed contingent on the number of dossiers submitted for review.

The *Academic Faculty and Administrative Professional Manual* outlines the process for academic tenure in sections E.10 through E.10.6 and in E.13 through E.13.3 for promotion. Section E.12 outlines performance expectations, and definitions and indicators for tenure and promotion. The promotion process for NTTF will follow the TTF process, although some components such as external letters will be different and should follow department code and Faculty Manual guidelines. Policies and procedures, guidelines for submission, and the most current application (Revised May 2019) are located on the Provost's Website: <https://provost.colostate.edu/faculty-administrative-professionals/>.

**Please Note:** The May 2019 application is the **only** template that will be accepted by the Provost. The guidelines **and** formatting must be followed exactly as stated. Please notify your applicants of this requirement in advance.

**By November 12, Submit to the Dean's Office:**

- Original dossier (original signature and external letters) in a three-ring binder with dividers, no appendices. Appendices must be maintained in the candidate's department, along with a complete copy of the application. The Dean and Provost may request to see the materials, but these should not be forwarded with the dossier.
  - Ensure the Summary Statement is complete and provides Evaluation Highlights that are a summary of the file's relevant data and NOT a subjective summary or recommendation.
- 2 additional hard copies (individually clipped together). Be sure to keep a separate copy for your department. Again, please omit all appendices.
- Scanned electronic pdf file:
  - Scan or save the entire dossier as one .pdf file.
  - Insert bookmarks at the beginning of each section of the dossier.
  - Save the document using the following naming convention: name of the candidate, the college, and the date of the submission. For example: Jan Doe-CNS-2019-11-09.pdf

**Time frame for Tenure and Promotion applications**

August 9: Summary of T&P cases due to Dean's office.  
November 12: All applications (hard copy and pdf) due to the dean's office, no later than 4 p.m.  
November 13: Applications posted on file share for review.  
November 21-22: College Executive Committee Tenure and Promotion meeting.  
Nov 22-Dec 4: File clean up. Dean writes recommendations.  
December 13: Dossiers delivered to Provost's Office.

If you have any questions regarding the process, please contact Korina at 1-6974 or [korina.burn@colostate.edu](mailto:korina.burn@colostate.edu).