

**University of Colorado Denver
Dossier Checklist for Clinical Teaching Track (CTT) Faculty
Appointment, Reappointment, and Promotion**

Candidate's Name: _____

School/College/Library: _____

Department: _____

Current Rank: _____

Action Requested: Appointment to Assistant Professor Appointment to Associate Professor
 Reappointment Promotion to Associate Professor Promotion to Professor

Time/Effort Distribution: _____% Teaching (Librarianship) _____% Scholarly/Creative Work
 _____% Leadership/Service

Case Summary Form

UCD7 Form, with all signatures

Primary unit criteria

Previous personnel actions, if any (previous appointment letters)

Official Letter of Offer

Primary unit recommendation

 Vote summary (yes-no-recusal-absent)

 If vote not unanimous, explanation and minority report

Department Chair's letter, if applicable

First level review (Dean's Advisory Committee-Clinical Teaching Track), if applicable

 Vote summary (yes-no-recusal-absent)

 If vote not unanimous, explanation and minority report

Dean/Library Director's recommendation

Recommendation letters, if required

 Total number meets requirements

 Explanation if requirement not met

Candidate's current curriculum vitae

Summary statement by candidate

Teaching (Librarianship)

 Candidate's statement

 Supporting material

Scholarly/Creative Work

 Candidate's statement

 Supporting material

Leadership/Service

 Candidate's statement

 Supporting material

Dean/Library Director's Signature

Date