



COLORADO STATE UNIVERSITY
OFFICE OF THE PROVOST AND
EXECUTIVE VICE PRESIDENT

Candidate Guide for Tenure and Promotion Application

Revised April 2025

Office of the Provost and Executive Vice President

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Introduction

Tenure and promotion are covered by policies described in the *Academic Faculty and Administrative Professional Manual* (hereafter, the *Manual*). Rights and responsibilities of academic faculty are included in several sections of this *Manual*. The enclosed instructions and forms are designed to implement policy as outlined in the *Manual* and communicate University standards for tenure and promotion decisions. The format is intended to cover a broad number of appointments, including academic faculty, Extension specialists, and librarians, and not all categories will apply to all positions. It is also intended to gather information that provides evidence of achievement and success in the broad range of disciplinary, interdisciplinary, service, and engagement activities that are integral to the mission of the university. Once consideration for tenure and/or promotion is initiated, the process continues as outlined in the *Manual*, Section E.

The completed dossier is to be forwarded by the Deans to the Provost through Interfolio on or before December 15. Following Provost review and discussion with the Council of Deans, a recommendation is forwarded to the President.

General Guidelines

The Promotion and Tenure Application should be given to newly hired faculty along with a copy of the letter of appointment. Each new appointee also should receive a copy of the Department and/or College guidelines/criteria for tenure and promotion and should be instructed to read relevant sections of the *Academic Faculty and Administrative Professional Manual* related to expectations and responsibilities. The Department Head/Chair also should review the document with each new appointee to clarify the appointee's responsibility for documenting accomplishments for tenure and promotion consideration.

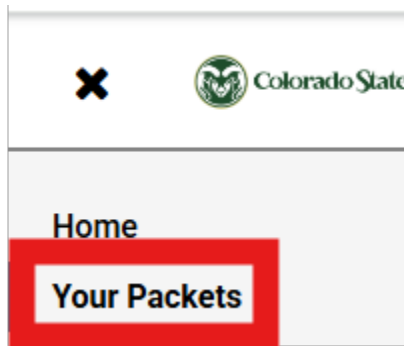
- A. An electronic version of this document is available on the Provost's web page at <https://provost.colostate.edu/interfolio/>.
- B. Supporting documents may be submitted by the candidate. These materials should be included as Appendices and maintained in the candidate's promotion and tenure case in Interfolio.
- C. Along with evidence of achievement in disciplinary activities, candidates are encouraged to provide evidence of collaborative and integrative scholarship, i.e., interdisciplinary and multidisciplinary activities, if applicable, throughout the Promotion and Tenure Application. The University recognizes that the challenge of solving complex problems

and its scholarship as an intellectual pursuit may not be limited to a single discipline or departmental distinction in many cases. In order to assist in the evaluation and assessment of interdisciplinary scholarship and how it integrates with the candidate's scholarly portfolio, interdisciplinary work should be included as part of the Promotion and Tenure application in Interfolio.

D. A copy of the application must be maintained in Interfolio.

Candidate Instructions in Interfolio

The department unit administrator will create a tenure and promotion case for the candidate in Interfolio and notify the candidate. The candidate will receive a notification email with a link that directs the candidate to the case. The case can also be accessed using the "Your Packets" tab on the Interfolio navigation menu.



Refer to the article [A Candidate's Guide to Populating and Submitting a Packet Using Interfolio RPT, for Interfolio](#) candidate user instructions.

The documents to be submitted by the candidate are the **(1)** Cover Page, **(2)** Curriculum Vitae and **(3)** Appendices.

(1) COVER PAGE

Complete and sign the Cover Page form.

- 1. Upload document:** navigate to the Packet tab and click Add next to the Cover Page requirement. [View additional instructions here.](#)
- 2. Preview:** Select Preview Packet at the top right of the page to preview the materials. [View additional instructions here.](#)

(2) CURRICULUM VITAE

Follow the Curriculum Vitae instructions and complete the Curriculum Vitae template.

- 1. Upload document:** navigate to the Packet tab and click Add next to the Curriculum Vitae requirement. [View additional instructions here.](#) Or, utilize the Faculty180 Vita for Promotion and Tenure.
- 2. Preview:** Select Preview Packet at the top right of the page to preview the materials. [View additional instructions here.](#)

(3) APPENDICES

Supporting documents may be submitted by the candidate. These materials should be included as Appendices. Appendices contain additional documentation and other information that may be helpful in review and recommendations. Follow instructions outlined under PART VII: Appendices (page 18) of the [Tenure and Promotion Application Document](#).

- 1. Upload documents:** navigate to the Packet tab and click Add next to the Appendices requirement. [View additional instructions here.](#)
- 2. Preview:** Select Preview Packet at the top right of the page to preview the materials. [View additional instructions here.](#)

Submit Packet: Preview your packet to ensure all documents are complete. When your packet is ready to submit, follow the instructions at this [link](#).

Additional Interfolio Resources for candidates: [Interfolio Product Help](#)

Candidate Packet Requirements

The Candidate Packet requirements will be outlined on the “Packet” tab of the candidate’s packet. This is where the candidate will add files and forms, as applicable.

The screenshot shows the Interfolio interface for a candidate's packet. At the top, there is a breadcrumb trail: "Colorado State University-Fort Collins > Your Packets >". The main title is "Promotion and Tenure Review - TTF". To the right of the title are two buttons: "View Instructions" and "Preview Packet". Below the title is a table with the following columns: "Unit", "Type", "Packet Deadline Type", and "Packet Due Date". The table contains one row: "Colorado State University-Fort Collins", "Review", "Soft Deadline", and an empty cell. Below the table is a navigation bar with "Overview" and "Packet" tabs. The "Packet" tab is highlighted with a red box. Below the navigation bar is a blue bar with "Expand All" and "Collapse All" buttons. At the bottom, there is a section for "Candidate Documents" with a dropdown arrow, "Not Yet Submitted", and an "Unlocked" status. To the right of this section is a "Submit" button and a progress indicator "0 of 2 Required Files".

Candidate: _____

Department (Home): _____

College (Home): _____

Note Joint Appointment if applicable. _____

Department (Secondary): _____

College (Secondary): _____

COVER PAGE

A. Check to indicate type of action:

Appointment Type: _____ Tenure Track _____ Non-Tenure Track

_____ **Advancement in rank**

From _____ to _____

_____ **Tenure**

Date of Appointment to Current Rank at Colorado State University: _____

Prior Service Credit _____

(If applicable and as specified in the appointment letter)

I hereby certify the accuracy and completeness of all information reported by me on this form.

Candidate's Signature _____

Date _____

Candidate: _____

Department (Home): _____

APPENDICES

Appendices contain additional documentation and other information that may be helpful in review and recommendations. The following are required, if available:

Examples of materials that could be included as appendices are as follows:

- Materials demonstrating scholarly and creative activity
 - Reprints of scholarly works
 - Photographs of creative activities
 - Copies of funded contracts/grants, including official cover page of application (strongly recommended)
 - Proposals submitted, but not funded
- Service/Outreach Evaluations
- Additional Evidence of Teaching and Advising Effectiveness not already included in the dossier
- Additional Information on Engaged Scholarship not already included in the dossier
 - Narrative describing engagement activity
 - Summary of research, teaching, outreach and funding outputs and outcomes stemming from engaged projects
 - Support letter or testimonies from external collaborators
- Statement of professional philosophy (optional)

The candidate may provide (in three pages or less) a personal statement of teaching, research, and/or service/outreach philosophy, methods, strengths, goals and other material in a manner that will present colleagues with a context for interpreting other evaluative information. Candidates are encouraged to describe where their scholarship may sit or cross disciplinary boundaries (i.e., is interdisciplinary). Candidates may be poorly served by self-reviews that draw attention to their own weaknesses. For this reason, it is unethical to ask them to go so far in the statement.

Candidate Response to Evaluations/Recommendations

Optional – limited to no more than three pages.

The candidate can view and respond to recommendations shared with them via Interfolio. The candidate will receive an email prompting them to log into their account to view and respond to materials.

The candidate can view the shared file on the Shared Committee Files tab of their packet and can upload a response via the Send Response button. The response is optional and limited to no more than three pages. A response cannot be uploaded after the deadline set by the unit administrator or committee manager.

[View additional instructions for viewing and responding to files shared in Interfolio here.](#)

Organization of the Tenure and Promotion Dossier

Checklist

Candidate Documents

These documents are submitted in the Candidate Documents section. Candidate documents can be uploaded by the candidate, or by a unit administrator. Candidate Documents are visible to the reviewers at all subsequent review steps.

Requirement	Submitted by	Where
<p>_____ Cover Page</p>	Candidate, or unit administrator	<p>By the candidate: Packet tab > Candidate Documents > Cover Page</p> <p>By the unit administrator: Case Materials > Candidate Documents > Cover Page</p>
<p>_____ Curriculum Vitae</p> <p>_____ 1. Employment History / Awards</p> <p>_____ 2. Publications / Scholarly Record</p> <p>_____ 3. Teaching / Advising Effectiveness (E.12.1 and I.8)</p> <p>_____ 4. Evidence of Outreach & Service (E.12.3)</p>	Candidate, or unit administrator	<p>By the candidate: Packet tab > Candidate Documents > Curriculum Vitae</p> <p>By the unit administrator: Case Materials > Candidate Documents > Curriculum Vitae</p>
<p>_____ Part VII Appendices [Prepared by candidate]</p> <p>_____ Evidence of Teaching and Advising Effectiveness</p>	Candidate, or unit administrator	<p>By the candidate: Packet tab > Candidate Documents > Appendices</p> <p>By the unit administrator: Case Materials > Candidate Documents > Appendices</p>

Internal Sections

The Internal Sections house the remaining materials in the promotion and tenure dossier, as submitted by a unit administrator or committee manager. Materials in the Internal

Sections are not visible to the candidate, unless they have been shared with the candidate by a unit administrator or committee manager. External Evaluations cannot be inadvertently shared with the candidate.

Requirement	Submitted by	Where
____ Summary Statement	Committee Manager assigned to the Department or Dean's Office	Case Details tab > Required Items > Forms
____ Copy of tenure and promotion criteria/expectations in the unit	Department, unit administrator	Case Materials tab > Internal Sections
____ Part I Appointment Letter	Department, unit administrator	Case Materials tab > Internal Sections
____ Part III Recommendations ____ Tenure and Promotion Committee ____ Department Head/Chair (new page) ____ Director of Extension and/or Experiment Station (new page) ____ Dean (new page)	Unit administrator or committee manager assigned to the review step	Case Materials tab > Internal Sections
____ Part IV Candidate Responses to Evaluations/Recommendations (Optional; limited to no more than 3 pages)	Candidate, or unit administrator	By the candidate: Shared Committee Files > Send Response By the unit administrator: Case Materials tab > Internal Sections
____ Part V Record of Other Evaluations [Prepared by Department] ____ Copies of annual evaluations/progress reviews for past three years by	Department, unit administrator	Case Materials tab > Internal Sections

<p>Department Head/Chair and Tenure & Promotion Committee, as appropriate</p> <p>_____ Copy of Progress Toward Tenure Review (if application is for tenure)</p> <p>_____ Copy of most recent Periodic Comprehensive Review (if applicant is tenured)</p>		
<p>_____ Part VI External Evaluation Letters [Prepared by Department]</p> <p>_____ Copy of letter sent to outside evaluators</p> <p>_____ Description of how evaluators were selected and their expertise in evaluating this candidate</p> <p>_____ Copies of external evaluator letters</p>	<p>External evaluator, or the department unit administrator</p>	<p>By the external evaluator:</p>