**PREPARING 3rd YEAR PACKETS FOR REVIEW**

Candidates, please work with your departmental chair and staff to assemble the packet required for 3rd year review by your **DEPARTMENT AND COLLEGE**. The electronic packet for 3rd year review helps establish the electronic packet for promotion and tenure review. Additional information to assist in packet preparation are on the Provost’s Office website: <http://www.uidaho.edu/provost/faculty/tenure>.

**The materials should be submitted in this order (first to last):**

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| **Order** | **Adobe Bookmark Name** | **** | **Instruction** |
| 1. | Summary Form | \_\_ | Template available on the website. |
| 2.  | College bylaws section  | \_\_ | Include sections that cover annual review process, performance criteria and P&T criteria.  |
| 3.  | Department bylaws section  | \_\_ | Include sections that cover annual review process, performance criteria and P&T criteria. If no dept. bylaws exist include a page and indicates such. |
| 4. | Candidate Statements | \_\_ | Context Statement and Personal Statement of Accomplishment (eight pages maximum)  |
| 5. | CV | \_\_ | CV in UI format |
| 6. | Position Descriptions 2019 to present 2018 | \_\_ | Position descriptions for the period under review – newest to oldest order. Use sub-bookmarks labeled by year as shown here. |
| 7. | Annual Evaluations 2019 2018 | \_\_ | Annual Evaluations for the period under review – newest to oldest order. Use sub-bookmarks labeled by year as shown here. |
| 8. | Teaching Evals Summary  | \_\_ | Summary of teaching evaluations or extension workshops (whichever is applicable), all since last review period. For Teaching Evaluations**Email:** **studeval@uidaho.edu** **or contact IEA at 885-7994.**  |
| 9. | Teaching Effectiveness | \_\_ | Can include peer evaluations and/or candidate’s evidence of teaching effectiveness |
| 13.  | Joint/ID/Center Letter | \_\_ | Letter(s) of review from interdisciplinary unit administrators and/or Center Executive Officers |
| 14. | Unit Level Reports Unit 3rd Yr. Committee Report Unit Administrator’s Report | \_\_ | Use sub-bookmarks labeled here to indicate which report. |
| 15. | Candidate Statement from the Unit Level Review | \_\_ | If there is no candidate response, insert a page indicating such.  |
| 16.  | Dean’s Report | \_\_ |  |
| 17.  | Candidate Statement from the College Level Review | \_\_ | If there is no candidate response, insert a page indicating such.  |
| 18. | Evidence of Accomplishment | \_\_ | Examples of scholarly work and other materials chosen by the candidate (e.g. teaching evaluation details, miscellaneous letters of support, etc. Additional narrative is not allowed. Provide sub-bookmarks for each section of materials.  |

**3rd YEAR REVIEW PACKET SUBMISSION GUIDELINES**

The third year review packet is design to assist the faculty member with their progress towards promotion or tenure. Complete packet contents must be shared with the faculty member. Sending it to the Provost’s Office is simply for placement in their faculty file. The Provost’s Office will only respond to the dean’s assistant notifying them of receipt of the packet. No other notification is required.

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| **Order** | **Instruction** |
| 1. | Name the packet using the relevant codes below:College: 1CALS – College of Agriculture and Life Sciences 2CALS – College of Agriculture and Life Sciences Extension 3CAA – College of Art and Architecture 4CBE – College of Business and Economics 5EDU – College of Education 6ENG – College of Engineering 7LAW – College of Law 8CLASS – College of Letters, Arts and Social Sciences 9LIBR – Library 10CNR – College of Natural Resources 11COS – College of Science 12COGS – College of Graduate Studies 13FacLg – Faculty at Large Tenure: NTT – Non-tenure-track OT – On track  I - IneligibleReview: 3rd Yr. Review or Periodic Review Name: Last-First**EXAMPLE: 1CALS-NTT-3rdYR-Vandal-Joe** **7LAW-OT-PR-Vandal-Joe** |
| 2. | When you save the packet, be sure the following properties are set: Click on File, Properties, Initial View (tab at top) Set “Navigation tab to: Bookmarks panel and page Set “Page layout” to: Single page continuous Set “Magnification” to: 100%  |