University of Idaho
A LEGACY OF LEADING

FAQ for Promotion and/or Tenure

Development of a context statement for the 12 page professional portfolio is done by whom?

> *The context statement should be developed collaboratively between the department administrator and the faculty member. The context statement should summarize the faculty member's role in the context of the department, their college and across the university. Throughout the portfolio, the faculty member can further describe their approach and define their perception of what the context statement meant to them.*
>
> *The portfolio provides the opportunity for the faculty member to tell their story. We recommend that information already included in the packet not be duplicated (e.g. vita, teaching evaluation data, performance evaluation data, position description data) unless it is critical to highlight a point.*

How much of the previous service from another institution should be addressed for candidates with credit that are being considered for promotion and/or tenure?

> *The most important case to make is that the faculty member continues to be productive in the UI environment and there is strong likelihood of continued productivity which is a requirement of an award of tenure. Previous years of service (how many), the faculty members continuing contributions and professional growth at the UI (how long) will be indicated in the CV and should be discussed in the professional portfolio. The chair and dean should mention in their recommendation letters the rationale to request credit from the Provost. If it is necessary to demonstrate a performance pattern, include prior evaluations (annual and teaching) and position descriptions, etc. with any explanations needed to understand the information; such as rating scales from the other institution(s).*

If the process for promotion and/or tenure is <u>delayed,</u> is it possible to use peer review letters that were previously acquired?

> *No. The letters acquired are likely out of date given the delay and the candidate's work should be assessed based on the information available at the time promotion and/or tenure is considered.*

For <u>delayed</u> situations, is it possible to acquire a new peer review from the same reviewers?

> *Typically, a new body of peer reviewers should be selected in the case of a delay. A concise statement to the peer reviewers indicating the delay was approved according to policy at the university will minimize unintended disadvantages and provide context for the length of service in relation to the review for recommendation for promotion and/or tenure. The chair and dean should mention in their recommendation letters for the entire packet that a delay was approved according to policy for the same reason.*

If a candidate was <u>considered</u> and not recommended for promotion at any level of review, is it possible to use previously acquired letters.

> *No. A new body of peer reviewers should be selected.*

If you do not use the University of Idaho (standard or extension) CV templates will your promotion packet be returned to you?

Yes.

When should a candidate begin working with a department administrator on the promotion and/or tenure process?

At the time employment begins the faculty member should work with the department administrator to develop a position description which serves as the foundation for the process. Progress towards promotion and/or tenure should be discussed at each annual review. In addition, mentoring guidance for the faculty member should occur to position him/her for success throughout this period (e.g. class observations and assessment tools). The spring prior to the consideration academic year, the faculty member should discuss the process and department, college, and university timeline and required documents; this also serves as a point to develop a list of potential peer reviewers. The unit administrator should make initial contact and confirm reviewers between May and July. The candidate's information should be prepared and sent to each peer reviewer no later than August.

Can the professional portfolio include links to work available on-line, outside of the 12 page limit?

This is appropriate for department and college level review which is a discipline-informed review of the candidate's body of work. The university level committee contributes to a review of candidates within the broader context of the university. Links to information require content expertise and are outside the purview of this committee as they are responsible for reviewing a large volume of packets. Links must be removed prior to submission for university level review.