

PREPARING PROMOTION AND TENURE PACKETS FOR REVIEW

Candidates, please work with your departmental chair and staff to assemble the electronic Adobe pdf packet required for promotion and tenure review. The College Dean's Assistant is an additional resource for this process. Sample electronic packets in the Adobe format which include additional supporting information, and web links to assist in packet preparation are at the Provost's Office website:

<http://www.uidaho.edu/provost/policyguidelines/tenure>.

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

Order #	Adobe Bookmark Name	✓	Instruction
			Promotion Summary Form – completed by Dean's Assistant – included in original packet, NOT in electronic packet. Found on Provost's Office website under FORMS
1.	Cover sheet	<input type="checkbox"/>	<p>See a sample packet on the Provost's website for the general format/ sample forms can be found under FORMS:</p> <ul style="list-style-type: none"> Indicate rank type if relevant (Instructor, Regular, Research, Extension, Librarian, Licensed Psychologist, Clinical) Note: additional information is required for Extension Specialists, Extension Educators and IGS faculty as indicated on sample forms Indicate Promotion To Rank: Sr. Instructor, Associate Professor OR Professor Indicate candidate's first and last name Indicate the year of review Indicate the job location Indicate (With tenure consideration, Tenured, Non-tenure track)
2.	3560 Form	<input type="checkbox"/>	<p>Completed form: Report of Evaluation and Recommendation for Promotion in Faculty Rank, (FSH 3560). Votes must be recorded at applicable levels and reported using this form -- included in original packet and *** in electronic packet ***</p> <p>Completed form: Report of Evaluation and Recommendation for awarding of Tenure, (FSH 3520) – if applicable, votes must be recorded at applicable levels and reported using this form – included in original packet following promotion form, NOT in electronic packet</p> <p>***TENURE ONLY PACKETS – include the form in the electronic packet</p>
3.	College by-laws	<input type="checkbox"/>	College criteria
4.	Dept by-laws	<input type="checkbox"/>	Department criteria

5.
 Dean recomm.
 Joint, ID, CEO recomm.
 Admins. recomm.
 College comm. recomm.
 Dept head recomm.
6. Candidate statement(s)
7. UI CV
 (note: use **Standard** or **Extension Educator** template as applicable)
8. Evals/PDs Summary
9. Performance Evals
 2013
 2012
10. Position Descriptions
 2014
 2013
11. 3rd year review
12. Periodic review
12. Teaching Evals Summary
- Recommendation letters/memos, summarizing the case, identifying major points and reporting recommend or do not recommend decisions at each level of review. These should be shared with the candidate at each level of review as described by policy. See this section in sample packet for examples.
- College dean
 - Joint Appointment/Interdisciplinary Unit head/**Center CEO** (if applicable)
 - Departmental administrators of the college (if applicable)
 - College committee
 - Department administrator (this includes the summary of the unit committee)
- Any relevant additional correspondence related to recommendations, such as candidate statements as a result of receiving the above communication at each level of review. **If none, enter sheet indicating such.**
- Standard University of Idaho curriculum vitae found at: <http://www.uidaho.edu/facultysecretary/documents/Copy%20of%20vitae>
- Refereed publications must be clearly indicated in the vita
 - Only published materials (e.g. journal articles, books) count as publications; “in press,” “submitted” and the like should be listed separately
 - Extension Educator CV template to be used only by extension educators and associate extension educators. Extension specialists complete the Standard UI CV
- See a sample packet on the Provost’s website for an example under FORMS
- Annual Performance Review and Evaluations, all since last promotion or tenure review – with narrative comments by the department administrator— **newest to oldest order**. Use sub book marks labeled by year as exemplified here.
- Position descriptions, all since last promotion or tenure review-- **newest to oldest order**. Use sub book marks labeled by year as exemplified here.
- 3rd year review correspondence
- Not applicable after promotion to Sr. Instructor, Assoc. Professor, and obtaining tenure. **If not applicable, enter sheet indicating such for one of these reasons.**
- Faculty periodic review correspondence if applicable (all completed since last promotion review)
- If none, enter sheet indicating such.**
- Summary** of teaching evaluations, since last review. Include information on class size and comparison with departmental averages. **Contact: Institutional Research, 885-7987**

13. Three to five peer review letters are required for **tenure track faculty** and must be obtained following procedures in FSH Section 3560 E-3. **NOTE:** If unit or college by-laws require external review letters for non-tenure track faculty, those letters are required in the promotion packet.
- a. Summary (1 paragraph) of each peer reviewers' qualifications **and** indication of professional relationship with candidate
 - b. One sample of the request for peer review sent to the reviewers
 - c. Each peer reviewers' response letter
Continue this format for each letter

E. Reviewers Summary

Sample letter to E. Reviewers

E. Reviewer #1

E. Reviewer #2

If none, enter sheet indicating such.

14. **Professional Portfolio** Professional Portfolio **12 page limit**, FSH 3570

For questions please contact Mary Stout in the Provost's Office, 208.885.6444 / stoutm@uidaho.edu.
Continued on next page are the submission instructions for the College Dean's Assistant

PROMOTION AND TENURE PACKET SUBMISSION GUIDELINES
Submission to the Provost's Office for University Level Committee Review

ONLY the college deans' assistants have access to submit the electronic packet(s). Please contact Mary Stout in the Provost's Office, 208.885.6444 / stoutm@uidaho.edu for assistance.

Order	Instruction
1.	<p>Name the packet using the relevant codes below:</p> <p>College: 1CALC – College of Agriculture and Life Sciences 2CALC – 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 9 LIBR – Library 10CNR – College of Natural Resources 11COS – College of Science 12COGS – College of Graduate Studies 13FacLg – Faculty at Large</p> <p>Promotion: ASSOC – Assistant Professor promoting to Associate Professor FULL – Associate Professor promoting to Full Professor SNR – Instructor promoting to Senior Instructor</p> <p>Name: Last-First</p> <p>EXAMPLE: 1CALC-ASSOC-Stout-Mary 3CAA-ASSOC-Stout-Mary 7LAW-SNR-Stout-Mary</p>
2.	<p>When you save the packet, be sure the following properties are set:</p> <ul style="list-style-type: none">• 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%• Resize window to initial page, check marked• Click OK• Save the packet
3.	<p>Drag and drop or copy and paste the Adobe packet into the ProvostOffice-P folder found here: \\files.uidaho.edu\shared\Committees\ProvostOffice-P</p> <p>You will see the file paste into the folder. You will not be able to open the file. After a moment, you will no longer see the file. Send an email to stoutm@uidaho.edu to indicate you dropped file(s).</p>
4.	<p>Before or on November 21, 2014 – Please submit the electronic packet and then bring 1 packet with ALL original documents to the Provost's Office, 104D Administration Bldg, assembled in the order according to this guideline. If there are any discrepancies between the on-line packet and the original packet, all packets will be returned to you for correction.</p>