University of Idaho
A LEGACY OF LEADING

# 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, 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 |
| 1. | Cover sheet | __ | See a sample packet on the Provost's website for the general format:<br>• Indicate if an Extension Specialist, Extension Educator, Librarian or Licensed Psychologist<br>• Indicate rank type if relevant (Extension, Clinical, Research)<br>• Indicate Promotion To: Sr. Instructor, Associate Professor **OR** Professor<br>• Indicate candidate's first and last name<br>• Indicate the year of review<br>• Indicate the job location<br>• Indicate (With tenure consideration, Tenured, Non-tenure track) |
| 2. | 3560 Form | __ | 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 *****<br><br>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**<br><br>*****TENURE ONLY PACKETS** – include the form in the electronic packet |
| 3. | College by-laws | __ | College criteria: should be updated per July 1998 changes to FSH section 1565 |
| 4. | Dept by-laws | __ | Department criteria: should be updated per July 1998 changes to FSH section 1565 |

5. __ Recommendation letters/memos, summarizing the case, identifying major points and reporting recommend or do not recommend decisions. These should be shared with the candidate at each level of review as described by policy.

Dean recomm.
Joint, ID, CEO recomm.

Admins. recomm.
College comm. recomm.
Dept head recomm.

a. College dean
b. Joint Appointment/Interdisciplinary Unit head/**Center CEO** (if applicable)
c. Departmental administrators of the college (if applicable)
d. College committee
e. Department administrator (this includes the summary of the unit committee)

6. Candidate statement(s) __ 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.**

7. UI CV __ Standard University of Idaho curriculum vitae found at: http://www.uidaho.edu/facultysecretary/documents/Copy%20of%20vitae
(note: use **Standard** or **Extension Educator** template as applicable)

a. Refereed publications must be clearly indicated in the vita
b. Only published materials (e.g. journal articles, books) count as publications; "in press," "submitted" and the like should be listed separately
c. Extension Educator CV template to be used only by extension educators and associate extension educators. Extension specialists complete the Standard UI CV

8. Evals/PDs Summary __ See a sample packet on the Provost's website for an example

9. Performance Evals __ Annual Performance Review and Evaluations, all since last review – with narrative comments by the department administrator—**newest to oldest order**. Use sub book marks labeled by year as exampled here.
2015
2014

10. Position Descriptions __ Position descriptions, all since last review-- **newest to oldest order**. Use sub book marks labeled by year as exampled here.
2015
2014

11. 3rd year review __ If applicable, 3rd year review correspondence

12. Teaching Evals Summary __ **Summary** of teaching evaluations, since last review. Include information on class size and comparison with departmental averages. **Contact: Institutional Research**, 885-7987

13. E. Reviewers Summary __ Three to five peer review letters are required and must be obtained following procedures in FSH Section 3560 E-2b.

Sample letter to E. Reviewers

E. Reviewer #1
E. Reviewer #2

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*

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. Name the packet using the relevant codes below:

| | |
|---|---|
| Promotion: | ASSOC – Assistant Professor promoting to Associate Professor |
| | FULL – Associate Professor promoting to Full Professor |
| 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 |
| | 9 LIBR – Library |
| | 10CNR – College of Natural Resources |
| | 11COS – College of Science |
| | 12COGS – College of Graduate Studies |
| | 13FacLg – Faculty at Large |
| Name: | Last-First |

**EXAMPLE:** **ASSOC-1CALS-Stout-Mary**
**FULL-3CAA-Stout-Mary**
**SNR-7LAW-Stout-Mary**

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%
   - Resize window to initial page, check marked
   - Click OK
   - Save the packet

3. Drag and drop or copy and paste the Adobe packet into the **ProvostOffice-P** folder found here: \\files.uidaho.edu\shared\Committees\ProvostOffice-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).

4. **Before or on November 27, 2013 –** 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.