

PREPARING 3rd YEAR REVIEW 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. Please find additional supporting information, and web links to assist in packet preparation at the Provost's Office website: <http://www.uidaho.edu/provost/policyguidelines/tenure>.

Additional materials may be required at the department and college level review. Only these materials and in this order (first to last) should be submitted to the Provost's Office in the electronic packet

Order #	Adobe Bookmark Name	Instruction
1.	Cover sheet	See a sample packet on the Provost's website for the general format: <ul style="list-style-type: none"> Indicate if an Extension Specialist, Extension Educator, Librarian or Licensed Psychologist Indicate faculty type if relevant (Instructor, Extension, Clinical, Research) Indicate Promotion To: Sr. Instructor, Associate Professor OR Professor Indicate candidate's first and last name Indicate the year of review Indicate the job location Indicate (Tenure Track or Non-tenure track)
2.	College by-laws	College criteria: should be updated per July 1998 changes to FSH section 1565 (optional)
3.	Dept by-laws	Department criteria: should be updated per July 1998 changes to FSH section 1565 (optional)
4.	Dean recomm. Joint, ID, CEO recomm. Dept head recomm. Unit committee summary	Recommendation letters/memos, summarizing the case, identifying strong and weak points that are brought out by the review. These points should be shared with the candidate per FSH 3520 G-4. <ol style="list-style-type: none"> College dean Joint Appointment/Interdisciplinary Unit head/Center CEO (if applicable) Department administrator Unit committee summary
5.	Candidate statement(s)	Any relevant additional correspondence related to recommendations, such as candidate statements as a result of receiving the above communication.
6.	UI CV (note: use Standard or Extension Educator template as applicable)	Standard University of Idaho curriculum vitae found at: http://www.webs.uidaho.edu/facultysecretary <ol style="list-style-type: none"> 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

7. **Performance Evals**
2015
2014
2013 Annual Performance Review and Evaluations – with narrative comments by the department administrator—**newest to oldest order**. Use sub book marks labeled by year as exempld here.
8. **Position Descriptions**
2016
2015
2014
2013 Position descriptions - **newest to oldest order**. Use sub book marks labeled by year as exempld here.
9. **Faculty supp. mat.** At the candidate’s discretion, additional materials may be prepared and made available to those reviewing the packet. This information should not be duplicative of other materials already included in the packet.
9. **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.

3rd YEAR REVIEW PACKET SUBMISSION GUIDELINES *Submission to the Provost’s Office for Review*

The college deans’ assistants **ONLY** have access to submit the electronic packet(s). If the assistant does not have access to the folder in the shared directory, they will not see the drop location indicated below. Please contact Mary Stout in the Provost’s Office, 208.885.6444 / stoutm@uidaho.edu for assistance.

Order	Instruction
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1. Name the packet using the relevant codes below:

College: CALS – College of Agriculture and Life Sciences
CAA – College of Art and Architecture
CBE – College of Business and Economics
EDU – College of Education
ENG – College of Engineering
COGS – College of Graduate Studies
COS – College of Science
LAW – College of Law
CLASS – College of Letters, Arts and Social Sciences
LIBR - Library
CNR – College of Natural Resources
FacLg – Faculty at Large

Review: 3rdYR

Name: Last-First

EXAMPLE: CALS-3rdYR-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%
3. Drag and drop or copy and paste the Adobe packet into the **ProvostOffice-3rd** folder found here:
<\\files.uidaho.edu\shared\Committees\ProvostOffice-3rd>
You will see the file paste into the folder. You will not be able to open the folder. After a moment, you will no longer see the file. Send an email to stoutm@uidaho.edu to indicate you dropped file(s).

4. **The recommended submission date for 3rd year reviews to the Provost's Office is February.** However the policy states that a thorough review by a non-tenured faculty member's colleagues is held during the 24 to 36 months period after beginning employment at UI. The exact period of time when the review is conducted should be determined by what serves in the candidate's best interest. For example, candidates hired with credit toward tenure should be reviewed earlier (nearer 24 months) to ensure enough time is available for any corrective actions if necessary.
5. Please submit the electronic packet and then bring **1 packet with the below list of documents** to the Provost's Office, 104D Administration Bldg., assembled in the order according to this guideline.
 - Cover sheet
 - Original correspondence
 - CV
 - Supplemental faculty materials
 - Professional Portfolio