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) and the faculty member’s 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).

Are peer review and letters mandatory for promotion and/or tenure review?

Yes, peer review and letters are required for tenure track or tenured faculty being reviewed for promotion and/or tenure.

Peer review and letters are not mandatory for non-tenure track faculty promotion review. College and/or department by-laws may require peer review and letters for non-tenure track faculty as part of the promotion review process. If by-laws do not provide guidance for peer review, the inclusion of peer review and letters for non-tenure track faculty should be discussed and mutually agreed upon between the unit head and faculty member.

When a peer review is conducted for non-tenure track faculty, the University’s policy and guidelines for tenure track faculty must be used and the letters must be included in the promotion packet.

If the process for promotion and/or tenure is delayed, 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 delayed 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 considered 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 there is a change in department and/or college by-laws, which version is included in the promotion and tenure packet?

The faculty member should work with the Department Chair and the Dean to discuss the appropriate by-laws to include. They should select the version of the by-laws that the faculty member has been operating under for promotion and tenure criteria. Similar to catalog years, the faculty member works under the version of by-laws that most accurately reflects their expectation of the criteria of the department and college. For example, if the faculty member has been operating under the 2012 by-laws criteria but the by-laws were recently revised, the 2012 by-laws should be placed in the packet.

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 July 1 (highly recommended).

What happens if our department doesn’t have enough faculty with higher ranks or tenure to fulfill the committee make-up?

Please contact the Vice Provost for Faculty if you find yourself in this situation and he will work with the chair to recommend how to proceed.
Our department by-laws and the FSH have different procedures. What do we follow?

Often a unit or college by-laws have procedures that are in conflict with the FSH. If the by-laws go into more detail and are not in direct conflict, units and colleges should follow their by-laws. If there is a specific and direct conflict between the by-laws and FSH, contact the Vice Provost for Faculty Office.

An external reviewer says they cannot evaluate the candidate without seeing their annual evaluations, can I send them?

No. The external reviewers are sent the position descriptions in order to have context for the amount of work the candidate is doing on scholarship and creative activity. The annual evaluations are confidential personnel documents that are not to be shared and are not needed for the external reviewers evaluation of their scholarly activity.