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## **MEETING LOGISTICS**

- Welcome to Zoom!
  
- Please mute if not speaking.
  
- I will answer questions after each section (please use “Raise Hand”).
  
- Joana Espinoza will monitor “Chat” for other questions/comments along the way.
  
- Notice: we are recording this session to post on the web.

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## PRESENTATION OVERVIEW

- I Process Timeline
- I New Policy FSH 3500
- I Stage of the process
  - Dossier
  - Unit
  - College
  - University
- I Resources

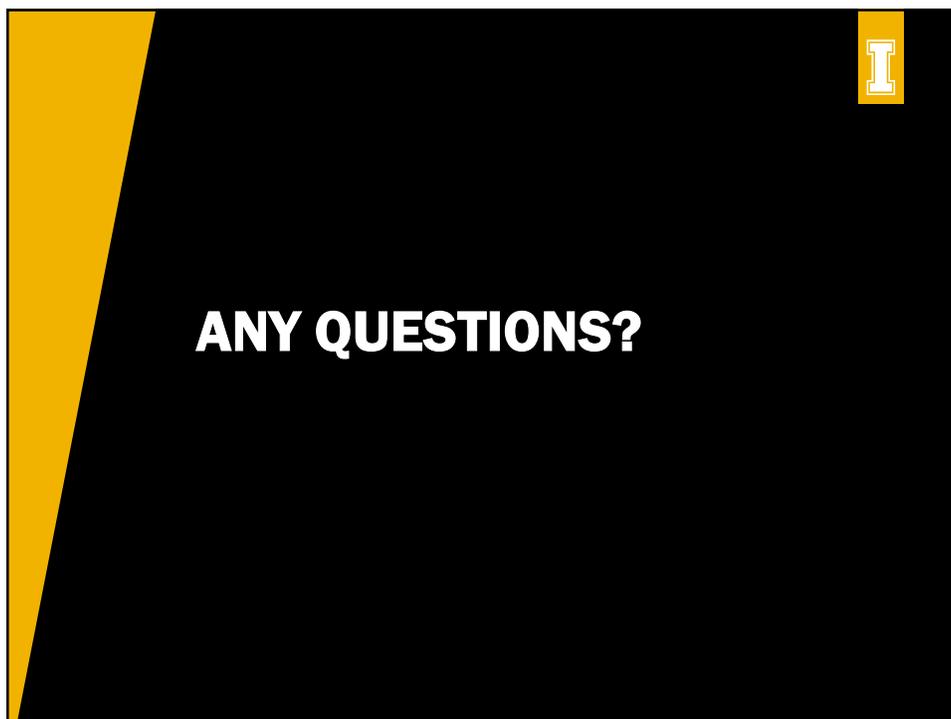
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## PROCESS TIMELINE

Month	Activity
Spring	Faculty member prepares materials for submission
May	External reviewers selected and invited (if applicable)
June-August	All materials submitted; External reviews completed and returned
Late August	Dossier finalized
September	Unit level processes
October-November	College level processes
<b>November 20</b>	Dossiers submitted to the Provost's Office
December	Final review of packets; distribute packets to University P&T Committee
February	University P&T Committee meeting; recommendations to President
March-April	President's final decisions; candidates are notified of decision

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## NEW POLICY: FSH 3500

- I **Old policies:** FSH 3520, 3560, 3570, etc.
- I **New policies effective April 1, 2020:**
  - FSH 3500: Promotion & Tenure (new)
  - FSH 3510: Third-Year Review (new)
  - FSH 3530: Non-Tenure Track Faculty (revised)
- I **Goals of the revisions:**
  - Create a clear process that is easy to follow
  - Create one process for both promotion and tenure
  - Uniformity across the university (one that is consistent, fair, etc.)

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## NEW POLICY: FSH 3500

- I **FSH overrides any conflicting college or unit bylaws, procedures, practices**
  - Bylaw project...~~Spring 2020~~ Fall 2020
  - What if they conflict?
  - What if our bylaws specify activity/process not in FSH 3500?
- I **This policy was intended to be used as a guide.**
- I **Homework: Read the policy (especially D & E right now).**

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## **FSH 3500 A & B**

### **I Section A: Introductions**

- A-1 Definitions (Academic Administrator, Board, Period Under Review, etc.)
- A-2 Promotion definition and criteria
- A-3 Tenure definition and criteria
- A-4 Promotion or Tenure Alone (one process)

### **I Section B: Role of the Provost**

- B-1 Delegation
- B-2 Administrative Guidance (see website for answers)
  - Various forms, deadlines, etc.!
- B-3 Committee Problems
- B-4 Procedural Error Remediation

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## **FSH 3500 C**

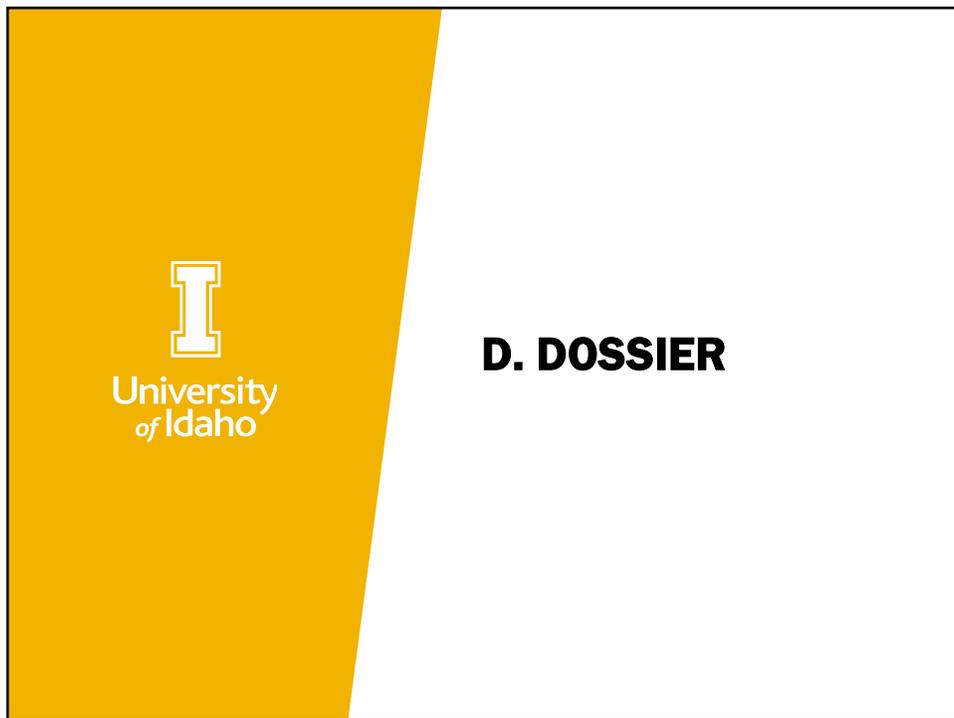
### **I Section C: Schedule for P&T Consideration**

- C-1 Promotion (timing, early consideration, reconsideration)
- C-2 Tenure (timing, early consideration)
- C-3 Special Circumstances
- C-4 Extensions

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## FSH 3500 D-1

**I** Section D: Dossier (the item formerly known as “The Packet”)

**I** D-1 Materials Provided by the **Faculty Member**

- CV in UI format
- Candidate Statements (8 page maximum!)
  - Part 1: Context Statement
  - Part 2: Personal Statement of Accomplishment
- Evidence of Accomplishment (optional)
- Teaching Effectiveness (optional; described in D-2-c)

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## CANDIDATE STATEMENTS (PART 1)

(similar to the item formerly known as the “Portfolio”)

### D-1-b-1. Context Statement.

A Context Statement, written by the candidate, [describing the candidate's academic unit and the candidate's responsibilities](#) within his or her unit as established in the position description. It is intended to [inform reviewers about the candidate's academic environment](#) so that reviewers may consider the similarities and differences between their own academic unit and that of the candidate. The context statement should also describe the expectations placed on the candidate by interdisciplinary programs or research centers, the requirements of joint appointments or other special circumstances.

If applicable, the candidate shall indicate his or her [choice of unit criteria for promotion and tenure](#) under which to be evaluated, pursuant to D-2.a.2.

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## CANDIDATE STATEMENTS (PART 2)

### D-1-b-2. Personal Statement of Accomplishment.

The candidate has an opportunity to [interpret their record of accomplishment](#) relevant to the responsibilities in their position description and the criteria for promotion and/or tenure, but [should not duplicate other materials in the dossier](#). The statement may [explain and analyze materials submitted and include a philosophical vision as it relates to the broader impact of accomplishments](#). The statement [explains the nature of the faculty member's activities so that others will understand them fully for purposes of assessment](#). The format and method of presentation is a matter of faculty choice.

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## EVIDENCE OF ACCOMPLISHMENT

### D-1-c. Evidence of Accomplishment.

- Evidence of accomplishment may be provided for each area of responsibility in the position description.
- Evidence could include examples of scholarly work, teaching evaluation materials, letters of support, etc.
- This shall not include additional narrative written by the candidate regarding promotion or tenure.
- This section has no page limit.

#### Notes:

- If materials were sent to external reviewers, the four examples of scholarly work should be included here.
- Faculty are encouraged to provide [links to online resources](#).

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## TEACHING EFFECTIVENESS

**D-2-c. Teaching Effectiveness.** If teaching is included in the candidate's position descriptions, copies of all of the candidate's student course evaluation summaries (RGP II.G.6.e) for the period under review and peer evaluations of teaching for the period under review as prescribed by the provost's administrative guidance (B-2 herein). [The candidate may supplement this section to include other evidence of teaching effectiveness as outlined in FSH 1565 C-1.a.](#)

**1565 C-1.a. Teaching:** ...The validation of teaching may include Student Evaluations of Teaching (SETs), peer evaluations, self-assessment, documentation of effective or innovative teaching, teaching recognition and awards, and teaching loads.

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## REVIEW...FSH 3500 D-1

**I Section D: Dossier (the item formerly known as "The Packet")**

**I D-1 Materials Provided by the Faculty Member**

- CV in UI format
- Candidate Statements (8 page maximum!)
  - Part 1: Context Statement
  - Part 2: Personal Statement of Accomplishment
- Evidence of Accomplishment (optional)
- Teaching Effectiveness (optional; described in D-2-c)

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## FSH 3500 D-2

### Section D: Dossier (the item formerly known as “The Packet”)

- D-2 Materials Provided by the **Unit Administrator**
  1. College and unit Bylaws (annual review and P&T sections)
  2. Position Descriptions
  3. Annual Evaluations
  4. Teaching Effectiveness (request course evaluation report from IEA)
  5. Prior Reports (Third-Year Reviews, etc.)
  6. External Peer Review Letters
  7. Additional Review Letters (interdisciplinary appointments, Centers, etc.)

*Please refer to the policy for details!*

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## EXTERNAL PEER REVIEW

### D-2-e

- Only for faculty with responsibilities in Scholarship and Creative Activity get external peer review (see PD and FSH 1565 C-2)
- The unit administrator shall obtain 3-5 letters.
- All letters received will be included in the dossier.
- Reviewers must be tenured and at the rank being sought or above
- *“Because reviewers are asked to provide independent and objective review, reviewers shall not have a personal or professional relationship with the candidate that could prevent an unbiased assessment.”*
- Reviewers are asked to evaluate scholarly and creative activity only
- Preliminary email invitation (suggested template provided)
- Formal invitation letter goes with materials (template provided)
- Letters are confidential and shall not be shared with the candidate. Redacted versions may be requested after the entire process is complete.

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## EXTERNAL REVIEWER SELECTION

### I D-2-e-2. Selection.

- I The reviewers to be solicited shall be chosen by the unit administrator
- I At least two reviewers shall come from a list of at least eight qualified reviewers provided by the candidate in writing to the unit administrator by the deadline provided in B-2 herein. **[soft deadline: May 15, 2020]**
- I If the unit administrator cannot obtain letters from two reviewers on the candidate's list, the unit administrator shall ask the candidate to identify further potential reviewers.
- I The candidate may also provide the unit administrator with the names of up to two individuals who shall be excluded from consideration as an external reviewer.
- I If the candidate fails to submit either list, the unit administrator shall select reviewers without that input from the candidate.
- I These lists shall not be included in the dossier but shall be kept on record by the unit administrator.

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## EXTERNAL PEER REVIEW MATERIALS

### I D-2-e-4 Materials provided to the External Reviewers

- Only five items are provided:
  - College and unit bylaws ([note: policy problem!](#))
  - CV
  - PDs
  - Candidate Statements
  - Four examples of scholarly work (links are acceptable for online examples)
- "The unit administrator shall not provide the complete dossier or any additional materials to external peer reviewers."
  - No annual evaluations
  - No Third-Year Review
  - Etc.

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## REVIEW...FSH 3500 D-2

### I Section D: Dossier (the item formerly known as “The Packet”)

- D-2 Materials Provided by the **Unit Administrator**
  1. College and unit Bylaws (annual review and P&T sections)
  2. Position Descriptions
  3. Annual Evaluations
  4. Teaching Effectiveness
  5. Prior Reports (Third-Year Reviews, etc.)
  6. External Peer Review Letters and Reviewer Profile Summary
  7. Additional Review Letters (interdisciplinary appointments, Centers, etc.)

*Please refer to the policy for details about each item.*

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## FSH 3500 D-3 SUBMISSION

I See online Checklists for 2020-21 deadlines.

I D-3-a-2. The dossier may be supplemented with scholarship or creative accomplishments occurring after submission. Supplementation must be made pursuant to the provost’s administrative guidance. *[shared in candidate’s responses – see Guidance document on the website]*

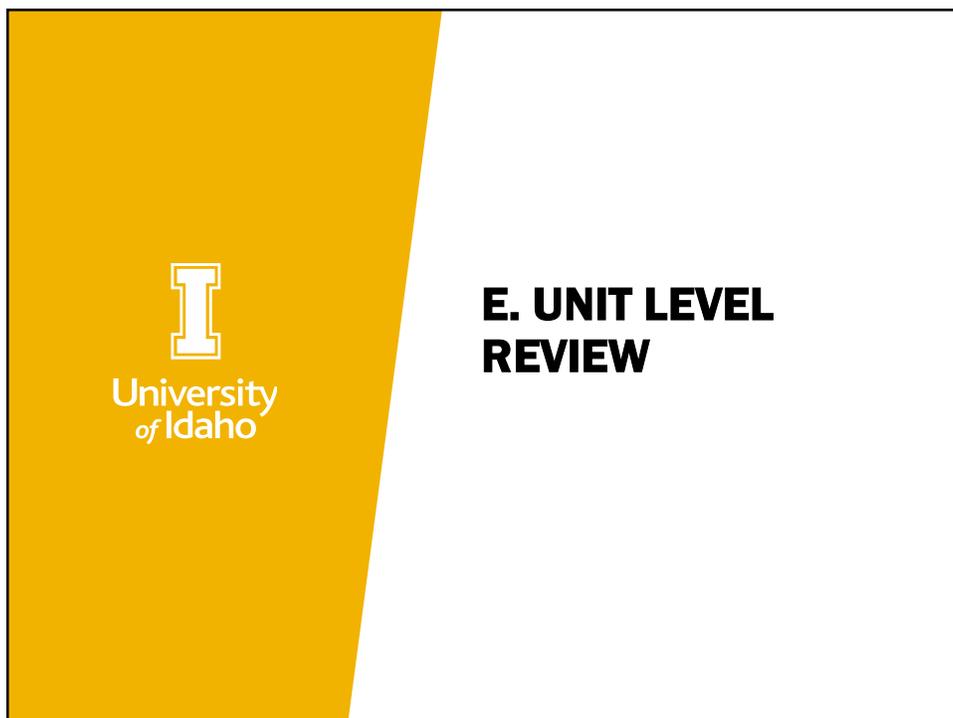
I D-3-b. Finalization of Dossier. Submission is final when the faculty member has signed a dossier submission form and provided the signed form to the unit administrator. Other than supplementation provided in D-3.a herein, *the dossier is final when submitted and may not be supplemented or altered after submission.*

I External Peer Review letters are placed in the packet after the candidate signs off!

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## FSH 3500 E-1 UNIT P&T COMMITTEE

- Elected by unit faculty (or they may chose to delegate this to the unit administrator)
- Five faculty
- Must include 3 tenured from the unit and 1 from outside the unit
- The committee elects a chair from tenured members
- No students or non-university employees
- “In cases considering promotion to full professor, unit administrators are encouraged to include full professors in the committee.”
- The unit administrator nor the dean may be on the committee
- “If there are not three tenured faculty members available to serve on the committee, the unit administrator, in consultation with the dean, shall designate tenured faculty members from other units whose areas of expertise are closely related to the work of faculty in the unit. One such member may chair the committee if there is not a tenured member from the unit available to serve as chair.” (also remember section **B-3. Committee Problem Resolution**)
- The candidate may request the names of the committee members

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## FSH 3500 E. UNIT LEVEL REVIEW

- Unit P&T Committee writes a report
  - Consider input collected from faculty, staff, and students (see website)
  - Recommendation for or against promotion and/or tenure
  - Brief rationale
  - Voting record of committee (use ballot provided and no abstentions)
  - *Template provided!*
  
- Unit Faculty Voting
  - May assemble to deliberate prior to voting
  - Vote using ballot provided
  - May provide narrative comments to unit administrator
  - Voting results will not be shared with the Unit P&T Committee
  - Tenure: only tenured faculty vote
  - Promotion: only those holding the rank sought or higher

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## FSH 3500 E. UNIT LEVEL REVIEW

- Unit Administrator Report
  - Consider the dossier, Unit P&T Committee report, unit faculty voting
  - Recommendation for or against promotion and/or tenure
  - Brief rationale
  - Voting records
  - *Do not identify external reviewers in any way.*
  - *Template provided!*
  
- Candidate Response
  - The unit administrator provides both reports to the candidate
  - Candidate has five business days to provide a response
  
- The unit administrator adds the reports and response (if one is provided) to the dossier and submits to the college.

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## FSH 3500 F-1 COLLEGE P&T COMM.

### Membership

- Tenured members
- Staggered 3-year terms
- Each unit shall have one representative elected by the unit faculty.
- The committee shall elect its chair from among its members or may elect the dean or associate dean to serve as chair without vote.
- The candidate may request the names of the committee members

### Report for each candidate

- Committee members must have access to materials for two weeks.
- Chair writes a report
- Recommendation for or against promotion and/or tenure
- Brief rationale
- Voting record of committee (use ballot provided and no abstentions)

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## FSH 3500 F. COLLEGE LEVEL REVIEW

### Dean's Report

- Consider the dossier, unit reports, response, and college committee report
- "The dean may also confer individually or collectively with unit administrators about the qualifications of the candidate."
- Recommendation for or against promotion and/or tenure
- Brief rationale
- Voting records
- *Template provided!*

### Candidate Response

- The dean provides both college-level reports to the candidate
- Candidate has five business days to provide a response

▪ The dean adds the reports and response (if one is provided) to the dossier and submits to the Provost's office. **[Due Friday, Nov. 20, 2020]**

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**G. UNIVERSITY  
LEVEL REVIEW**

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**FSH 3500 G & H**

- G-1. University P&T Committee
  - It now evaluates both Promotion and Tenure!
  - Membership includes representation from all colleges
  - Deliberate and vote (no committee report)
  
- G-3. Provost's report to the President
  - Recommendation for or against promotion and/or tenure
  - Brief rationale
  - Voting record of the University P&T Committee
  
- H. President's decision
  - Confer with Provost
  - Written notice provided by May 1 (usually March or April)

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## WEBSITE RESOURCES

- Office of the Provost & Executive Vice President
  - → Faculty Processes
  - → Promotion & Tenure
- <https://www.uidaho.edu/provost/faculty/tenure>
- **Policy** (link to FSH 3500 and copies of old 3520 and 3560)
- **Checklists with deadlines**
  - Unit Level (with or without External Review)
  - College Level
  - Packet preparation
- **Forms and Templates** (Summary form, ballots, feedback, early consideration, extension request, report templates, external reviewer templates)
- **Guidance** (external reviewers, supplementation, timeline)

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**University of Idaho**

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The Office of the Provost & Executive Vice President

CONTACT US

- Meet the Provost/EVP
- Contact Us
- Councils & Committees +
- Institutional Effectiveness and Accreditation +
- Academic Initiatives +
- Faculty Processes
- Appointments
- Consulting and Conflict of Interest
- Faculty Lists & Citations
- New Faculty Orientation
- Position Descriptions
- Performance Evaluations
- Promotion & Tenure

» PROVOST & EVP » FACULTY PROCESSES » PROMOTION & TENURE

## Promotion and Tenure and Third Year Review

The forms that are normally here are in need of some revision due to policy changes. We are in process of doing that right now. As soon as the forms are revised, they will be back on the website. Please check back.

- Policy +
- Checklists +
- Forms and Templates +
- Guidance +

- [Promotion Increase for 2021](#)

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## CHECKLISTS

-  Unit Level Checklist WITHOUT External Reviews
-  Unit Level Checklist WITH External Reviews\*\*\*
-  College Level Checklist
-  Checklist for Packet Prep

\*\*\*This checklist is shown in the following slides.

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## CHECKLIST (PAGE 1)

**Unit Level P&T Checklist for Dossier's that DO include External Reviewers**

CANDIDATE: provide to administrator prior to sending out requests for EXTERNAL REVIEWERS (if applicable)		
Documents/To Do	Deadline	Link/Location
<input type="checkbox"/> Submit a list of at least 8 qualified external reviewers (may also provide the names of up to two individuals who should be excluded from consideration as an external reviewer)	May 15	<a href="#">FSH 3500 D-2.e.2</a>
<input type="checkbox"/> Submit current CV on UI template (may not be revised after submission)	June 1	Must use UI template
<input type="checkbox"/> Submit Candidate Statements: Context Statement and Personal Statement of Accomplishments	June 1	<a href="#">FSH 3500 D-1.b</a>
<input type="checkbox"/> Submit up to four examples of scholarly and creative work for External Reviewers	June 1	<a href="#">FSH 3500 D-2.e.4</a>

ADMINISTRATOR: prepare external reviewer materials		
Documents/To Do	Deadline	Link/Location
<input type="checkbox"/> Create your own list of possible external reviewers	May 15	<a href="#">FSH 3500 D-2.e.2</a>
<input type="checkbox"/> Determine potential external reviewers (follow FSH 3500 D-2.e.2 carefully) and email preliminary invitation to participate	May 15	<a href="#">FSH 3500 D-2.e.2; Guidance</a>
<input type="checkbox"/> Collect materials from the candidate (see list above)	June 1	<a href="#">FSH 3500 D-2.e.</a>
<input type="checkbox"/> Collect bylaws and P&T criteria for unit and college	June 1	<a href="#">FSH 3500 D-2.a</a>
<input type="checkbox"/> Collect faculty member's Position Descriptions for the review period	June 1	PeopleAdmin or Dean's office
<input type="checkbox"/> Create external reviewer packets (can delegate to packet preparer)	June 10	<a href="#">FSH 3500 D-2.e.4; Guidance</a>
<input type="checkbox"/> Send packets to external reviewers (suggest Aug 1 deadline for return)	June 10	<a href="#">FSH 3500 D-2.e.3/4</a>

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## CHECKLIST (PAGE 2)



ADMINISTRATOR: collect additional materials for Dossier		
Documents/To Do	Deadline	Link/Location
<input type="checkbox"/> Invite additional review letters (if applicable)	June 1	<a href="#">FSH 3500 D-2.f</a>
<input type="checkbox"/> Request teaching evaluation summaries from IEA (studeval@uidaho.edu)	Aug 1	<a href="#">FSH 3500 D-2.c</a>
<input type="checkbox"/> Collect annual evaluations for the period under review	Aug 1	<a href="#">FSH 3500 D-2.b</a>
<input type="checkbox"/> Collect prior reports	Aug 1	<a href="#">FSH 3500 D-2.d</a>
<input type="checkbox"/> Collect additional review letters (if applicable)	Aug 1	<a href="#">FSH 3500 D-2.f</a>

CANDIDATE: finalize Dossier		
Documents/To Do	Deadline	Link/Location
<input type="checkbox"/> Submit Evidence of Accomplishment (optional)	August 1	<a href="#">FSH 3500 D-1.c</a>
<input type="checkbox"/> Submit Teaching Effectiveness supplement (optional)	August 1	<a href="#">FSH 3500 D-2.c</a>
<input type="checkbox"/> Review the dossier for completeness and accuracy	<b>August 24</b>	<a href="#">FSH 3500 D-3</a>
<input type="checkbox"/> Sign off on the summary form (no changes to packet after this point)	<b>August 24</b>	<a href="#">FSH 3500 D-3</a>

PACKET PREPARER: assemble the packet		
Documents/To Do	Deadline	Link/Location
<input type="checkbox"/> Using the guidelines available from the Provost's office, assemble the other elements of the packet (except the external review letters)	Aug 10	<a href="#">Checklists</a>
<input type="checkbox"/> Insert the materials used in the external reviewer's packet: PD's, CV, and Context Statements (the candidate may <b>not</b> revise these)	Aug 10	<a href="#">FSH 3500 D-1</a>
<input type="checkbox"/> Insert the any additional materials (evidence of accomplishment and/or teaching effectiveness)	Aug 10	<a href="#">FSH 3500 D-1 and D-2</a>
<input type="checkbox"/> Insert the teaching evaluation summaries, prior review correspondence, annual evaluations, etc.	Aug 10	<a href="#">FSH 3500 D-2</a>
<input type="checkbox"/> Bookmark the elements in the packet	Aug 10	<a href="#">Checklists</a>

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## CHECKLIST (PAGE 3)



ADMINISTRATOR: finalize Dossier		
Documents/To Do	Deadline	Link/Location
<input type="checkbox"/> Finalize the dossier and sign the Dossier Submission Form	August 11	<a href="#">FSH 3500 D-3</a>
<input type="checkbox"/> Provide Dossier to the faculty member to review	August 11	<a href="#">FSH 3500 D-3</a>

PACKET PREPARER: finalize Dossier		
Documents/To Do	Deadline	Link/Location
<input type="checkbox"/> Add external reviewer letters, summary and add bookmarks	August 28	<a href="#">FSH 3500 D-3</a>
<input type="checkbox"/> Add the Dossier Submission Form (with signatures) and add bookmark	August 28	<a href="#">FSH 3500 D-3</a>
<input type="checkbox"/> Post the dossier in a secure location where the Unit P&T Committee and the voting faculty will be able to access it for review	August 28	<a href="#">FSH 3500 E</a>

ADMINISTRATOR: review at the unit level		
Documents/To Do	Deadline	Link/Location
<input type="checkbox"/> Facilitate selection of the Unit P&T Committee	Sept 1	<a href="#">FSH 3500 E.1.a</a>
<input type="checkbox"/> Ensure the committee follows FSH 3500 E-1 including solicitation of feedback from faculty, students and staff; meeting timing, report requirements, etc.	Sept 21	<a href="#">FSH 3500 E-1.b</a> ; <a href="#">Forms and Templates</a>
<input type="checkbox"/> Conduct faculty vote (this is different from the unit committee vote)	Sept 21	<a href="#">FSH 3500 E-2</a> ; <a href="#">Forms and Templates</a>
<input type="checkbox"/> Write the Unit Administrator Report	Oct 1	<a href="#">FSH 3500 E-3</a> ; <a href="#">Forms and Templates</a>
<input type="checkbox"/> Make unit level reports available to the candidate (Unit P&T Committee report, Unit Administrator report, and additional review letters)	Oct 1	<a href="#">FSH 3500 E-3.b</a>

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## CHECKLIST (PAGE 4)

CANDIDATE: review of unit level correspondence		
Documents/To Do	Deadline	Link/Location
<input type="checkbox"/> Read all the correspondence from the unit level carefully	Oct 6	<a href="#">FSH 3500 E-3 b.</a>
<input type="checkbox"/> Provide a candidate response or inform the unit administrator of no response (candidate has 5 business days from receipt of reports)	Oct 6	<a href="#">FSH 3500 E-3 b.</a>

PACKET PREPARER: finalize and forward		
Documents/To Do	Deadline	Link/Location
<input type="checkbox"/> Add Unit P&T Committee report, Unit Administrator report, and candidate statement; revise bookmarks	Oct 7	<a href="#">FSH 3500 E-4; Checklists</a>
<input type="checkbox"/> Update the summary form (page 2)	Oct 7	<a href="#">FSH 3500 E-4; Checklists</a>
<input type="checkbox"/> Review the packet for final submission to the college	Oct 7	<a href="#">FSH 3500 E-4; Checklists</a>
<input type="checkbox"/> Forward the packet to the dean's office	Oct 7	<a href="#">FSH 3500 E-4; Checklists</a>

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# ANY QUESTIONS?

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## FSH 3510 THIRD YEAR REVIEW

- New policy section
- Normally during the 24-36 months after hire
- Committee: same structure as Unit P&T Committee (see FSH 3500 E-1-a)
- Final product
  - Report from committee offering guidance
  - Unit Administrator report
  - Candidate response to unit reports
  - Dean's report
  - Candidate response to dean's report
- There is no vote taken from the committee or unit faculty.

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## THANK YOU

FOR FURTHER ASSISTANCE:

[WWW.UIDAHO.EDU/PROVOST](http://WWW.UIDAHO.EDU/PROVOST)

[PROVOST@UIDAHO.EDU](mailto:PROVOST@UIDAHO.EDU)

JOANA ESPINOZA  
[JESPINOZA@UIDAHO.EDU](mailto:JESPINOZA@UIDAHO.EDU)  
 208-885-7941

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