PRESENTATION OVERVIEW

- Process Timeline
- Relevant Stages of the P& T Process
- Third Year Review
- Resources
## PROCESS TIMELINE

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Faculty member prepares materials for submission</td>
</tr>
<tr>
<td>May</td>
<td>External reviewers selected and invited (if applicable)</td>
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<tr>
<td>June-August</td>
<td>All materials submitted; External reviews completed and returned</td>
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<tr>
<td>Late August</td>
<td>Dossier finalized</td>
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<tr>
<td>September</td>
<td>Unit level processes</td>
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<tr>
<td>October-November</td>
<td>College level processes</td>
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<tr>
<td><strong>November 18</strong></td>
<td>Dossiers submitted to the Provost’s Office</td>
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<tr>
<td>December</td>
<td>Final review of packets; distribute packets to University P&amp;T Committee</td>
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<tr>
<td>February</td>
<td>University P&amp;T Committee meeting; recommendations to President</td>
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<tr>
<td>March-April</td>
<td>President’s final decisions; candidates are notified of decision</td>
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Policies effective April 1, 2020:
- FSH 3500: Promotion & Tenure (new)
- FSH 3510: Third-Year Review (new)
- FSH 3530: Non-Tenure Track Faculty (revised)

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.)
Tenurable and tenured faculty with appointments in Extension up for promotion and/or tenure may include samples of work from their extension and outreach work with their scholarly and creative activity for external peer review.

Non-tenure track faculty with an average of 5% or less for scholarly and creative activity on their position descriptions are exempt from the external peer review requirement.

Faculty may include an optional one-page COVID impact statement with their candidate statement detailed in FSH 3500 D-1.

Removed solicitation of feedback from students and staff in the unit.
FSH 3500 D-1

Section D: Dossier

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
  - Part 3: Optional One-Page COVID Impact Statement
- Four samples of scholarly or creative activity to be sent to external reviewers if required. (For faculty with extension appointments, Extension and Outreach activities can be sent).
- Evidence of Accomplishment (optional)
- Teaching Effectiveness (optional; described in D-2-c)
CANDIDATE STATEMENT PART 1


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.
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 (outlined in the unit and college bylaws), 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.
3. COVID Impact Statement (Optional) In one page, the candidate may describe the effects of the pandemic on their work activities and outcomes during the period of review. Candidates may describe such effects across the four areas of consideration: teaching; scholarship and creative activity; outreach and extension; and university service and leadership.
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.

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.
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.
FSH 3500 D-2

Section D: Dossier

- 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 Institutional Research)
  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!*
EXTERNAL PEER REVIEW

**D-2-e**

- Only faculty with 5% or more responsibilities in Scholarship and Creative Activity (or tenure track faculty in Extension with responsibility for Extension and Outreach) have required 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 (Also Extension and Outreach efforts for Extension faculty).
- 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.
EXTERNAL REVIEWER SELECTION


The reviewers to be solicited shall be chosen by the unit administrator.

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, 2022]

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.

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.

If the candidate fails to submit either list, the unit administrator shall select reviewers without that input from the candidate.

These lists shall not be included in the dossier but shall be kept on record by the unit administrator.
EXTERNAL PEER REVIEW MATERIALS

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

- Only five items are provided:
  - College and unit bylaws
  - CV
  - PDs
  - Candidate Statements
  - Four examples of scholarly work (or extension/outreach programming for extension faculty). 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.
FSH 3500 D-3 SUBMISSION

See online Checklists for 2022-23 deadlines and order of materials.

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]

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.

The candidate’s signature on the submission page finalizes the dossier submission.

External Peer Review letters are placed in the packet after the candidate signs off!
UNIT LEVEL REVIEW
FSH 3500 E-1 UNIT P&T COMMITTEE

- Elected by unit faculty (or they may choose 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
FSH 3500 E UNIT LEVEL REVIEW

Unit P&T Committee writes a report
- 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
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.
COLLEGE LEVEL REVIEW
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)
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. 18, 2022]
WHAT HAPPENS IF THERE IS AN ERROR IN PROCEDURE?
COMMON ERRORS

Dossier Compilation
• Incorrect order of materials in the dossier
• Incomplete forms
• Missing required documents
• Inclusion of materials that shouldn’t be included
• Unsigned dossier form

Committee Processes
• Incorrect committee make up
• Incorrect committee processes

Be mindful to avoid these errors as they cause stress and consternation and also potentially impact the review process.
B-4. Procedural Error Remediation. In the event of a procedural error, the provost, dean, unit administrator, and candidate shall confer and attempt to come to an agreement that resolves the error. The provost shall decide the resolution of the procedural error and communicate the decision to the candidate in writing. If the candidate agrees to the resolution in writing, he or she may not later object to the resolution. If the candidate does not agree to the resolution in writing, he or she retains the right to appeal the final institutional decision based on that procedural ground (see H-3 herein).
THIRD YEAR REVIEW
FSH 3510 THIRD YEAR REVIEW

- 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.
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)

Checklists with deadlines
  → Unit Level (with or without External Review)
  → College Level
  → Dossier preparation

Forms and Templates (Summary form, ballots, early consideration, extension request, report templates, external reviewer templates)

Guidance (external reviewers, supplementation, timeline, videos)
Promotion and Tenure and Third Year Review

Forms and Guidance for the Promotion and Tenure and Third Year Review Processes

Policy and Timelines

Dossier Preparation and Assembly

Forms

Templates

Guidance

Third Year Review Processes and Forms
CHECKLISTS

- Unit Level Checklist WITHOUT External Reviews
- Unit Level Checklist WITH External Reviews
- College Level Checklist
- Checklist for Packet Prep
THANK YOU

FOR FURTHER ASSISTANCE:

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