THIRD YEAR REVIEW FOR TENURE TRACK AND NON-TENURE TRACK FACULTY

FRIDAY, SEPTEMBER 17, 2021
PRESENTATION OVERVIEW

- Overview of the Purpose of Third Year Review
- Compiling the Dossier
- Relevant Stages of the Process
- Resources

If you have questions, please “Raise Your Hand” or type your question in the Chat.
A. **GENERAL.** In addition to the annual evaluation of faculty by the unit administrator, each full-time, untenured faculty member shall be reviewed by a committee of colleagues during the 24- to 36-month period after beginning employment at UI. The committee shall provide the faculty member with a detailed report regarding the faculty member's progress toward promotion or tenure or both. The third-year review process shall not include a vote of the committee or unit faculty.

In other words, this is a formal opportunity to provide a faculty member feedback about their progress toward tenure and/or promotion.
Academic rank represents and rewards the individual’s performance as a scholar, teacher, and faculty member.

Promotion to a higher rank is not automatic, but is a decision made on an individual basis subject to university, college, and unit criteria.

Candidates must meet the requirements for the rank based on their responsibility areas (FSH 1565 C) in their position descriptions and the criteria articulated in the unit and/or college bylaws.
Tenure protects academic freedom in order to maintain a free and open intellectual atmosphere and allows us to attract and retain superior teachers and scholars as members of the faculty.

Tenure is a condition of presumed employment accorded to a faculty member, usually after a probationary period, on the basis of an evaluation and recommendation by a unit committee and administrator, a college committee and dean, a university committee, the provost, and the president.

Tenure is granted only to full-time faculty members who demonstrate they have made and will continue to make significant contributions to their disciplines through effective performance in the responsibility areas in FSH 1565 as specified in their position descriptions and consistent with university, college and unit criteria.
THIRD YEAR REVIEW PROCESS

New policy section as of July 1, 2020—FSH 3510

Normally during the 24-36 months after hire

Candidate submits a Dossier (outlined in FSH 3500 D-minus external peer review).

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.
FSH 3500 D-1

Section D: Dossier

D-1 Materials Provided by the Faculty Member

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

- Optional COVID Impact Statement
CONSIDERATIONS FOR THE CANDIDATE STATEMENT

This is a persuasive document that details an argument for how you are meeting the requirements for promotion and/or tenure.

It is a rarely used genre. It’s helpful to find examples from colleagues who have prepared them and were successful.

It needs to be written for multiple audiences. This is the first draft of the tenure and/or promotion dossier which will be read by many outside of your disciplinary field.

Two parts: Context Statement and the Personal Statement of Accomplishment (8 pages) + an optional 1-page COVID impact statement.
CANDIDATE STATEMENT-8 PAGES TOTAL

Context Statement (Descriptive)

- Describes candidate’s academic unit and their responsibilities within it as established in the position description.
- Can include expectations of interdisciplinary programs, research centers, joint appointments or other special circumstances.

Personal Statement of Accomplishment (Establishing an argument)

- An interpretation of the candidate’s record of accomplishment relevant to the responsibilities in their position description and the criteria for promotion and/or tenure.
- Provides a philosophical vision for the candidate’s work and explain and analyze specific components.
- Helps broader audiences understand the nature of the candidate’s activities so that others can understand the context to assess the work.
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.
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 (for entire period under review)
  3. Annual Evaluations
  4. Teaching Effectiveness (request course evaluation report from IEA)
  5. Additional Review Letters (interdisciplinary appointments, Centers, etc.)

*Please refer to the policy for details!*
UNIT AND COLLEGE LEVEL
THIRD YEAR REVIEW
PROCESSES
UNIT THIRD YEAR REVIEW 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

★ 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 3510 D & E UNIT LEVEL REVIEW

1. Unit Third Year Review Committee Report
   - Evaluates the faculty member’s progress toward promotion and/or tenure in the responsibility areas.
   - Provide guidance regarding steps necessary to continue making progress toward P&T.
   - Report is forwarded to candidate who may provide a written response within five business days.
   - Report and any response is sent to the unit administrator.
   - *Template provided!*

2. Unit Administrator Report
   - Writes a report evaluating candidate’s progress toward P and/or T in light of unit, college, and university criteria and unit committee report.
   - Provides guidance on steps needed to make progress. Report is forwarded to candidate who may provide a written response within five business days.
   - Report and any response is sent to the dean.
   - *Template provided!*
FSH 3510 E COLLEGE LEVEL REVIEW

Dean’s Report

- Writes a report evaluating candidate’s progress toward Promotion and/or Tenure in light of unit, college, and university criteria and the reports from the unit committee and the unit administrator.

- Provides guidance on steps needed to make progress. Report is forwarded to candidate who may provide a written response within five business days.

- All materials are compiled here and are sent to the provost’s office.

- Template provided!
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
WEBSITE RESOURCES

- Office of the Provost & Executive Vice President
  - Faculty Processes
  - Promotion & Tenure
- [https://www.uidaho.edu/provost/faculty/tenure](https://www.uidaho.edu/provost/faculty/tenure)

- Policy and Timelines (link to FSH 3510)
- Dossier Preparation and Assembly
- Guidance (All of the training videos)
- Third Year Review Processes and Forms
THANK YOU

FOR FURTHER ASSISTANCE:

WWW.UIIDAHO.EDU/PROVOST

PROVOST@UIIDAHO.EDU

JENNIE VALKOVIC

JVALKOVIC@UIIDAHO.EDU

208-885-7941