PREPARING PROMOTION AND/OR TENURE DOSSIERS FOR REVIEW

Candidates, please work with your unit administrator and packet preparer to assemble the electronic Adobe pdf dossier required for promotion and/or tenure review. The college dean's assistant is an additional resource for this process. Web links to assist in preparation are on the Provost's Office website: http://www.uidaho.edu/provost/faculty/tenure.

The materials should be submitted in this order (first to last) You will have ALL bookmarks titled and included at time of submission:

Please note: If the packet is not complete it will be returned to your college

Order		Adobe Bookmark Name	Instruction
1.	☐	Summary Form	Template for 2-page dossier summary form can be found here.
2.	☐	College bylaws section	Include sections that cover annual review process, performance criteria and P&T criteria.
3.	☐	Department bylaws section	Include sections that cover annual review process, performance criteria and P&T criteria. If no dept. bylaws exist include a page and indicates such.
4.	☐	Candidate Statement	Context Statement and Personal Statement of Accomplishment (Eight pages maximum + Optional One Page COVID Impact Statement)
5.	☐	CV	CV in UI format

6.	☐	Position Descriptions
		   2019 to present
		   2018
		   2017
			Position descriptions for the period under review (includes all years since appointment to the candidate's current rank) – newest to oldest order. Use sub-bookmarks labeled by year as shown here.

7.	☐	Annual Evaluations
		   2021
		   2020
		   2019 (continue for each year under review)
			Annual Evaluations for the period under review (includes all years since appointment to the candidate's current rank) – newest to oldest order. Use sub-bookmarks labeled by year as shown here.

8.	☐	Teaching Evals Summary	Summary of teaching evaluations or extension workshops (Whichever is applicable), all since last review period. For Teaching Evaluations Email: studeval@uidaho.edu
9.	☐	Teaching Effectiveness	Can include peer evaluations and/or candidate's evidence of teaching effectiveness
10.	☐	Prior Review Letters	Include letters only from any 3rd year review or periodic review.
11.	☐	Summary of Ext. Reviewers	To be filled out by the packet preparer or administrator. If External Reviewers are not required in the packet, insert a page indicating such
12.	☐	Ext. Reviewer #1 Ext. Reviewer #2 Ext. Reviewer #3	Include an individual bookmark for each reviewer letter. If External Reviewers are not required in the packet, insert a page indicating such.
13.	☐	Joint/ID/Center Letter	Letter(s) of review from interdisciplinary unit administrators and/or Center Executive Officers. If no letters exist include a page and indicate such

Order		Adobe Bookmark Name	Instruction

14.	☐	Unit Level Reports
		    Unit P&T Committee Report
		    Unit Administrator's Report
			Use sub-bookmarks labeled here to indicate which report. If no reports exist include a page and indicate such

15.	☐	Candidate Statement from the Unit Level Review	If there is no candidate response, insert a page indicating such

16.	☐	College Level Report
		    College P&T Committee Report
		    Dean's Report
			Use sub-bookmarks labeled here to indicate which report. If no reports exist include a page and indicate such

17.	☐	Candidate Statement from the College Level Review	If there is no candidate response, insert a page indicating such
18.	☐	Evidence of Accomplishment	Include four examples of scholarly work (if submitted to external reviewers) and other materials chosen by the candidate (e.g., teaching evaluation details, miscellaneous letters of support, etc. Additional narrative is not allowed. Provide sub-bookmarks for each section of materials.

PROMOTION AND TENURE DOSSIER SUBMISSION GUIDELINES

ONLY the college deans' assistants have access to submit the electronic dossier(s). Submittal should be to the Provost Office OneDrive. Please contact the Provost's Office, 208.885.2564 / VProvF@uidaho.edu for assistance

Order	Instruction
1.	Name the dossier using the relevant codes below: (all categories will have a – after)

College:
01CNR	College of Natural Resources
02LIBR	Library
03CLASS	College of Letters, Arts and Social Sciences
04LAW	College of Law
05ENG	College of Engineering
06EHHS	College of Education, Health and Human Sciences College of
07CBE	Business and Economics
08CAA	College of Art and Architecture
09CALS	College of Agricultural and Life Sciences
10CALS	College of Agricultural and Life Sciences Extension
11WWAMI	WWAMI Medical Education
12FACLG	Faculty at Large
13COGS	College of Graduate Studies
14COS	College of Science

Tenure:
NTT	Non-tenure track
OT	On track (this can include those with credit)
I	Ineligible
T	Tenured

Promotion
ASSOC	Assistant Professor promoting to Associate Professor
FULL	Associate Professor promoting to Full Professor
SNR	Instructor promoting to Senior Instructor

Name: Last-First.

EXAMPLES:
        01WWAMI-NTT-ASSOC-Vandal-Joe
        12CAA-OT-ASSOC-Vandal-Joe
        09ENG-T-FULL-Vandal-Joe

08LAW-I-SNR-Vandal-Joe

For tenure only: 10EHHS—OT-TNR-Vandal-Joe

2.   When you save the dossier 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%
- Resize window to initial page, check marked
- Click OK
- Save

3.   If the magnification setting is not consistent, try the following steps after completing the above steps.

    Step 1: open file
    Step 2: highlight each bookmark, including the sub bookmarks. This must be done by combination of using shift and control – clicking on bookmarks.
    Step 3: right click and select properties, click on the actions tab
    Step 4: from the select action menu, select execute a menu item
    Step 5: click the add button
    Step 6: scroll down and select View>Zoom>Actual Size, click OK
    Step 7: exit the menu properly and save the document. See if it works.