

## PREPARING PROMOTION AND TENURE PACKETS FOR REVIEW

Candidates, please work with your departmental chair and staff to assemble the electronic Adobe pdf packet required for promotion and tenure review. The College Dean's Assistant is an additional resource for this process. Sample electronic packets in the Adobe format which include additional supporting information, and web links to assist in packet preparation are at the Provost's Office website:  
<http://www.uidaho.edu/provost/policyguidelines/tenure>.

The materials should be submitted in this order (first to last):

Order #	Adobe Bookmark Name	✓	Instruction
			Promotion Summary Form – completed by <b>Dean's Assistant</b> – <b>included in original packet, NOT in electronic packet.</b> Found on Provost's Office website under FORMS
1.	Cover sheet	<input type="checkbox"/>	See a sample packet on the Provost's website for the general format/ sample forms can be found under FORMS: <ul style="list-style-type: none"> <li>Indicate rank type if relevant (Instructor, Regular, Research, Extension, Librarian, Licensed Psychologist, Clinical) Note: additional information is required for Extension Specialists, Extension Educators and IGS faculty as indicated on sample forms</li> <li>Indicate Promotion To Rank: Sr. Instructor, Associate Professor <b>OR</b> Professor</li> <li>Indicate candidate's first and last name</li> <li>Indicate the year of review</li> <li>Indicate the job location</li> <li>Indicate (With tenure consideration, Tenured, Non-tenure track)</li> </ul>
2.	3560 Form	<input type="checkbox"/>	Completed form: Report of Evaluation and Recommendation for <b>Promotion</b> in Faculty Rank, (FSH 3560). Votes must be recorded at applicable levels and reported using this form -- <b>included in original packet and *** in electronic packet ***</b>
	3520 Form		Completed form: Report of Evaluation and Recommendation for awarding of <b>Tenure</b> , (FSH 3520) – if applicable, votes must be recorded at applicable levels and reported using this form – <b>included in original packet following promotion form, NOT in electronic packet.</b> If administrators create separate promotion and tenure letters, place tenure letters behind this form in the paper packet.  <b>***TENURE ONLY PACKETS</b> – include the form in the electronic packet. Include the letters in the electronic packet.
3.	College by-laws	<input type="checkbox"/>	College criteria
4.	Dept by-laws	<input type="checkbox"/>	Department criteria

5. Dean recomm.  
Joint, ID, CEO recomm. Admins. recomm.  
College comm. recomm.  
Dept head recomm.  Recommendation letters/memos, summarizing the case, identifying major points and reporting recommend or do not recommend decisions at each level of review. These should be shared with the candidate at each level of review as described by policy. See this section in sample packet for examples. If administrators create separate promotion and tenure letters, place tenure letters behind the 3520 form in the paper packet.
- a. College dean
  - b. Joint Appointment/Interdisciplinary Unit head/**Center CEO** (if applicable)
  - c. Departmental administrators of the college (if applicable)
  - d. College committee
  - e. Department administrator (this includes the summary of the unit committee)
6. Candidate statement(s)  Any relevant additional correspondence related to recommendations, such as candidate statements as a result of receiving the above communication at each level of review. **If none, enter sheet indicating such.**
7. UI CV  
(note: use **Standard** or **Extension Educator** template as applicable)  Standard University of Idaho curriculum vitae found at: <http://www.uidaho.edu/facultysecretary/documents/Copy%20of%20vitae>
- a. Refereed publications must be clearly indicated in the vita
  - b. Only published materials (e.g. journal articles, books) count as publications; “in press,” “submitted” and the like should be listed separately
  - c. Extension Educator CV template to be used only by extension educators and associate extension educators. Extension specialists complete the Standard UI CV
8. Evals/PDs Summary  See a sample packet on the Provost’s website for an example under FORMS
9. Performance Evals  
2014  
2013  Annual Performance Review and Evaluations, all since last promotion or tenure review – with narrative comments by the department administrator— **newest to oldest order**. Use sub book marks labeled by year as exemplified here.
10. Position Descriptions  
2015  
2014  Position descriptions, all since last promotion or tenure review-- **newest to oldest order**. Use sub book marks labeled by year as exemplified here.
11. 3<sup>rd</sup> year review  3<sup>rd</sup> year review correspondence
- Not applicable after promotion to Sr. Instructor, Assoc. Professor, and obtaining tenure. **If not applicable, enter sheet indicating such for one of these reasons.**
12. Periodic review  Faculty periodic review correspondence if applicable (all completed since last promotion review)
- If none, enter sheet indicating such.**
12. Teaching Evals Summary  **Summary** of teaching evaluations, since last review. Include information on class size and comparison with departmental averages. **Contact: Institutional Research, 885-7987**

13.  Three to five peer review letters are required for **tenure track faculty** and must be obtained following procedures in FSH Section 3560 E-3. **NOTE:** If unit or college by-laws require external review letters for non-tenure track faculty, those letters are required in the promotion packet.
- a. Summary (1 paragraph) of each peer reviewers' qualifications **and** indication of professional relationship with candidate
  - b. One sample of the request for peer review sent to the reviewers
  - c. Each peer reviewers' response letter  
*Continue this format for each letter*

E. Reviewers Summary

Sample letter to E. Reviewers

E. Reviewer #1

E. Reviewer #2

**If none, enter sheet indicating such.**

14. **Professional Portfolio**  Professional Portfolio **12 page limit**, FSH 3570

For questions please contact Mary Stout in the Provost's Office, 208.885.6444 / [stoutm@uidaho.edu](mailto:stoutm@uidaho.edu).  
**Continued on next page are the submission instructions for the College Dean's Assistant**

**PROMOTION AND TENURE PACKET SUBMISSION GUIDELINES**  
*Submission to the Provost's Office for University Level Committee Review*

ONLY the college deans' assistants have access to submit the electronic packet(s). Please contact Mary Stout in the Provost's Office, 208.885.6444 / [stoutm@uidaho.edu](mailto:stoutm@uidaho.edu) for assistance.

Order	Instruction
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1. Name the packet using the relevant codes below:

College:           1CALC – College of Agriculture and Life Sciences  
                      2CALC – College of Agriculture and Life Sciences Extension  
                      3CAA – College of Art and Architecture  
                      4CBE – College of Business and Economics  
                      5EDU – College of Education  
                      6ENG – College of Engineering  
                      7LAW – College of Law  
                      8CLASS – College of Letters, Arts and Social Sciences  
                      9 LIBR – Library  
                      10CNR – College of Natural Resources  
                      11COS – College of Science  
                      12COGS – College of Graduate Studies  
                      13FacLg – Faculty at Large

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

Name:             Last-First

**EXAMPLE:**       **1CALC-ASSOC-Stout-Mary**  
                      **3CAA-ASSOC-Stout-Mary**  
                      **7LAW-SNR-Stout-Mary**

2. When you save the packet, 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 the packet

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 has to 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.

4. Drag and drop or copy and paste the Adobe packet into the **ProvostOffice-P** folder found here: <\\files.uidaho.edu\shared\Committees\ProvostOffice-P>  
You will see the file paste into the folder. You will not be able to open the file. After a moment, you will no longer see the file. Send an email to [stoutm@uidaho.edu](mailto:stoutm@uidaho.edu) to indicate you dropped file(s).
5. **Before or on November 20, 2015** – Please submit the electronic packet and then bring **1 packet with ALL original documents** to the Provost's Office, 104D Administration Bldg, assembled in the order according to this guideline, single sided. If there are any discrepancies between the on-line packet and the original packet, all packets will be returned to you for correction.