

Page 1 and 2 must have appropriate signatures and vote counts.

**Purple numbers signify the document on the Dossier Checklist

Dossier Submission Form

(drop down menus available in gray cells)

Name:	Pat Pluto
Faculty Type:	Regular
Promotion to:	Associate
With Tenure Consideration:	Yes
Department:	Department of Planets
College:	College of Science
Location:	Moscow

Appointment Details

Terminal Degree:	PhD
Year of Appt. at Current Rank:	2018
Year of Last Promotion at UI:	2018
Year Tenured:	N/A
Credit towards Promotion:	0
Credit towards Tenure:	0

Annual Performance Evaluation Scores for the Period Under Review*

	Teaching & Advising	Scholarship & Creative Activity	Outreach & Extension	Service & Leadership	Overall
2022	M	M	M	M	M
2021	M	M	M	M	M
2020	M	M	M	M	M
2019	M	M	M	M	M
2018	M	M	M	M	M
2017	M	M	M	M	M
2016	M	M	M	M	M

Please use "M" for Meets Expectations and "DNM" for Does Not Meet Expectations

Position Description Responsibilities During the Period Under Review*

Period	Teaching & Advising	Scholarship & Creative Activity	Outreach & Extension	Service & Leadership	Total
2019 to present	50%	25%	10%	15%	100%
2018	50%	25%	10%	15%	100%
2017	50%	25%	10%	15%	100%
2016	50%	25%	10%	15%	100%
2015	50%	25%	10%	15%	100%
2014	50%	25%	10%	15%	100%
2013	50%	25%	10%	15%	100%

*See FSH 3500 A.1.d for the definition of "Period Under Review."

**Annual position descriptions ended after 2018. Starting in 2019, position descriptions are only revised when positions

I confirm that this dossier is complete and ready for review. I acknowledge it cannot be supplemented or altered after

Candidate Signature:

Francy Faculty

Date:

8/1/23

Unit Administrator Signature:

Chesney Chair

Date:

8/2/23

Promotion Votes: Numbers Only

	Recommend	Do Not Recommend
Unit Promotion & Tenure Committee	5	0
Unit Promoted Faculty	10	0
College Promotion & Tenure Committee	5	0

Tenure Votes: Numbers Only

	Recommend	Do Not Recommend
Unit Promotion & Tenure Committee	5	0
Unit Tenured Faculty	10	0
College Promotion & Tenure Committee	5	0

Unit Administrator: Select choice (drop downs available in gray cells)

Votes at unit level have been confirmed	Yes
Promotion	Recommend
Tenure	Recommend

Unit Administrator Signature

Chesney Chair

Date

9/20/23

Dean: Select choice (drop downs available in gray cells)

Votes at the college level have been confirmed	Yes
Promotion	Recommend
Tenure	Recommend

Dean Signature

Daisy Glanz

Date

10/31/23

Bylaws of the Faculty of the College of Letters, Arts, and Social Sciences, University of Idaho
(September 28, 2005)

Article 8 Faculty Evaluation and Review

Section 8.1 Annual Performance Review
Section 8.2 Third-Year Review
Section 8.3 Tenure and Promotion
Section 8.4 Periodic Review

Section 8.3 Promotion and Tenure.

(a) Academic Unit Jurisdiction. Each academic unit of the College has initial jurisdiction over tenure, promotion, and retention decisions. While final determination over all such decisions rests ultimately with the dean and the president, the recommendations and decisions of the academic unit shall be accorded substantial weight and only overruled in extenuating circumstances and for just cause.

(b) General Considerations. All recommendations regarding tenure and promotion within an academic unit will be made in accordance with these bylaws and the rules and procedures of the University as set forth in the *Faculty-Staff Handbook*, Sections 3520 and 3560. The recommendations from the unit administrator of an academic unit and from the unit's promotion and tenure committees will be forwarded to the dean and become part of the file of the candidate for tenure or promotion. Summaries of the recommendations will be provided to the candidate.

(c) Criteria for Tenure and Promotion. Although dismissal for cause after the award of tenure is a condition of a grant of tenure, the College and each academic unit are guided fundamentally by the assumption that tenure implies a life-time appointment. Tenure and promotion are the result of a reasoned assessment of the long-term value and effectiveness of the candidate as a member of his or her academic unit. Each academic unit will develop its own criteria for tenure and promotion, consistent with the *Faculty-Staff Handbook*, Sections 3520 and 3560.

(d) Tenure and Promotion Committees. The composition of the committees for tenure and promotion will be as provided in the *Faculty-Staff Handbook*, Section 3520 H-4 (Tenure) and Section 3560 E-3 (Promotion).

(e) Procedure and Timeline. Departmental consideration of candidates for promotion and tenure will occur during the fall semester. It is the responsibility of the unit administrator of each academic unit to apprise candidates for tenure or promotion of the tenure and promotion processes, including the annual and third-year reviews, and encompassing the areas of performance evaluated and the criteria used, soon after the faculty member's tenure track appointment at the University. Unit administrators are responsible for periodically reminding faculty of all pertinent performance reviews and tenure and promotion processes. All necessary committees for performance review, including third-year review, periodic review, and promotion and tenure will be created by consultation between the academic unit administrator and the candidate for performance review. The unit administrator, again in consultation with candidates for tenure or promotion, and in accordance with *Faculty-Staff Handbook*, Section 3520 H-4b, will determine appropriate persons to serve as external peer reviewers. Candidates for tenure or

promotion will be provided, upon request, with copies of all external review letters, with all marks identifying the authors thereof removed, prior to the academic unit's committee meeting(s) on tenure or promotion. Upon completion of the academic unit's committee meeting(s), the unit administrator will promptly advise the candidate of the committee recommendations, providing the candidate an opportunity to withdraw his or her candidacy and halt the process. The candidate also may respond in writing to clarify the situation if he or she believes his or her record or the academic unit's criteria were misinterpreted. Any such response letter will be forwarded with the rest of the candidate's materials to the College.

(f) External Peer Review. Candidates for tenure and promotion will undergo external peer review following the procedures as described in the *Faculty-Staff Handbook*, Section 3520 H-4b.

**BYLAWS OF THE FACULTY OF THE DEPARTMENT OF CHEMISTRY
SEPTEMBER 2004**

ARTICLE VI. TENURE, PROMOTION AND REVIEW

Section 1. Departmental Jurisdiction. The Chemistry Department has initial jurisdiction over tenure, promotion, and retention decisions; final decisions rest ultimately with the dean and the president. Each department within the college has the authority to make recommendations which play a major role in such decisions. The Faculty-Staff Handbook shall be the definitive source of information about promotion and tenure and shall be used for the resolution of differences.

Section 2. General Guidelines. Granting of tenure is based on a reasoned assessment of the continuing value of the candidate as a member of the Chemistry Department. While dismissal for cause after the award of tenure is possible, the department must be guided by the assumption that tenure implies a lifetime appointment. The University of Idaho Office of the Provost Promotion/Tenure Guidelines (see Provost Office homepage) outlines the general procedures to be followed. The following criteria shall be used in making tenure and promotion recommendations.

A. Teaching: Demonstrated ability as a teacher as evidenced by the formal evaluation by students, informal commentary by students and colleagues, course content and examinations, ability to guide teaching assistants in their teaching assignments, and ability to guide research students through specialized research projects.

B. Scholarship: It is the policy of the Department of Chemistry to emphasize and promote quality research. Consequently, the evaluation of a departmental candidate for promotion and tenure includes this area in the overall assessment. This particular area of evaluation is based upon: 1) the quantity and quality of professional production with significant emphasis on refereed full articles in prominent chemical journals/books; 2) a demonstrated ability to maintain a viable research program based upon the procurement of sufficient external support; and 3) the candidate's ability to attract, direct, and graduate students at the B.S., M.S., and Ph.D. levels. Demonstration must be primarily by publication in prominent refereed journals (such as those of the American Chemical Society). It is expected that multiple-authored publications will be from ideas developed by the candidate and from work done during the probationary period at Idaho. While it is not possible to state precisely the amount of work that will be required, regular publication of full papers on an annual basis is expected. Formal presentations of scientific material at professional meetings are also expected. In all cases, external peer review is solicited on each candidate from schools with comparable resources and missions.

C. Service: Efforts include informal or formal student advising; service on department and university committees; student recruitment; mentoring newer faculty members; informal presentations of a professional nature to local and regional groups; reviews of manuscripts, books, or professional journal articles; service as an officer of a professional organization, etc.

D. External Funding: Candidates are expected to obtain sufficient external support to maintain a viable research program.

E. Job Description: The relative weighting of each of these areas will be in proportion to the corresponding percentage of the job description. For example, a research professor whose job description excludes teaching will be evaluated on criteria B and C and will be expected to be proportionately more productive in those areas than a faculty member whose research commitment is less. Conversely, a faculty member with a higher percentage of teaching in the job description will be evaluated more heavily on criterion A, although scholarly activity will still be expected in proportion to the percentage of the job description.

F. External Peer Review. In addition to an “internal” review by departmental members, an “external” peer review constitutes an essential component of the evaluation procedures. This external review will be conducted in accordance with Provost Office Guidelines for External Peer Review (see Provost Office homepage) and in the following manner. The department chair will send a copy of the candidate’s current vita and supporting documentation to faculty of chemistry departments at peer institutions, defined as those institutions included in the top 150 universities in external support funding listed by the National Science Foundation. The accompanying letter prepared by the chair asks each of the external reviewers to evaluate the candidate’s performance in (a) teaching, (b) publications, (c) research funding, and (d) departmental/ university service and professional activities such as participation in scientific meetings, invited lectures, involvement in professional societies, etc. This letter also requests an answer to the question: Would this candidate be promoted and awarded tenure currently in your department based on his/her performance on points (a)-(d)? These external reviews are used to supplement the other information evaluated by the departmental committee, i.e., the candidate’s performance in the important areas of teaching, service, and collegiality.

Section 3. Procedures. Departmental promotion and tenure recommendations are made and competency reviews are carried out in accordance with the procedures outlined in Appendix 1 (“Department of Chemistry Criteria for Promotion and Tenure: Tenure Recommendation and Competency Review Committee,” approved October 17, 1975, revised September 8, 2000, and September 2004).

Section 4. Third Year Review. The tenured faculty of the department will conduct a third year review of all untenured faculty in accordance with Section 3520.H-3. of the Faculty-Staff Handbook. The departmental procedures for the third year review are outlined in Appendix 2 (“Department of Chemistry: Procedures for Third Year Review”). The purpose of this review is (1) to give the faculty member an early indication of his/her potential for tenure; (2) to remind the faculty member of the criteria on which tenure and promotion decisions are normally based, and to inform him/her of any other circumstances which might affect a decision in his/her case; (3) to inform the faculty member of any deficiencies which might lead to a negative tenure decision and to make suggestions, when appropriate, for correcting them; or (4) to recommend against reappointment. This will not be interpreted to mean that a faculty member’s contract cannot be terminated before the end of the third year, since all appointments at the university are for one year.

Appendix 1

DEPARTMENT OF CHEMISTRY TENURE AND PROMOTION RECOMMENDATION COMMITTEE

September 2004

SECTION I. MEMBERSHIP OF COMMITTEE

A. The tenure and/or promotion committee and competency review committee shall be composed of eight (8) members appointed by the departmental chair and selected as follows:

1. Four (4) members and three (3) substitutes chosen by lot from the tenured faculty, excluding the chair of the department. At least one member should have the rank of full professor, and at least one member should have the rank of assistant or associate professor.
2. One (1) member and three (3) substitutes from (a) the untenured faculty of the Chemistry Department, or (b) from the faculty of other science-related departments.
3. One (1) member and three (3) substitutes chosen by lot from among upper-division students majoring in chemistry.
4. One (1) member and three (3) substitutes from among the graduate students of the Chemistry Department, chosen by election by the graduate students.
5. One (1) member and three (3) substitutes from the tenured faculty of departments other than chemistry, selected by the chemistry faculty.

B. A faculty member under consideration by the committee shall have a right to challenge the appointment of up to three members of the committee without cause. The three challenges may include substitutes chosen after an initial challenge. He/She must exercise his/her challenge in writing delivered to the department chair at least three days ahead of the first meeting of the committee. A member of the committee who is challenged shall be replaced by the next substitute in his/her category.

C. The chair of the committee shall be selected by vote of the committee from among the tenured members of the Chemistry Department chosen for the committee.

D. A quorum of the committee shall be six members or their duly selected substitutes. Only a faculty member under consideration may raise a question as to a quorum.

SECTION II. DUTIES OF COMMITTEE

The committee shall make a recommendation as to tenure and/or promotion of a faculty member (a) when the policy of the Board of Regents requires that he/she be considered for such, or (b) when requested by the chair or a majority of the tenured faculty of the department, or (c) when requested for himself/herself in writing delivered to the department chair.

SECTION III. HEARINGS

A. If the committee members deem it necessary, they shall hold hearings for the taking of evidence with respect to the faculty member under consideration. The hearings shall be closed unless the faculty member under consideration desires that it be open. The committee chair may close a hearing to all persons except members of the committee and the faculty member under consideration if necessary to maintain order.

B. Evidence offered at the hearing should be related primarily to the job description developed for the faculty member in question and may include results of student evaluations.

C. A member of the committee or the faculty member under consideration may offer, or object to, evidence and may include evaluations from alumni or professional chemists outside the university.

D. A faculty member under consideration shall have the right personally to confront, and to cross-examine, each witness against him/her.

E. The chair shall rule conclusively for the committee on all procedural points and on the admissibility of evidence.

SECTION IV. MEETINGS

A. After evidentiary procedures are completed, the committee shall meet to decide, based on the evidence presented, whether to recommend the granting of tenure and/or promotion. The meetings of the committee shall be closed.

B. The chair of the committee shall preside at meetings and shall have a vote.

SECTION V. DETERMINATION OF RECOMMENDATION FOR TENURE AND/OR PROMOTION

A. The committee members shall vote by secret ballot either for or against tenure and/or promotion with attached comments, as appropriate, supporting their decision.

B. The committee chair will then forward to the department chair all of the ballots along with a written summary of the committee's deliberations.

C. The department chair will convene a meeting of all of the tenured faculty having rank higher than the candidate who will be informed of the committee decision. After a suitable period of discussion, the faculty will vote by secret ballot either for or against tenure and/or promotion with attached comments, as appropriate, supporting their decision.

D. The department chair will then forward the decisions of the committee and the voting faculty to the dean of the College of Science along with a written narrative outlining the relevant discussion points.

Candidate provides this. Note page limits.

Candidate Statements. This section is limited to eight pages with an optional one-page COVID impact statement for a maximum of nine pages.

1. Context Statement. The Context Statement is written by the candidate and describes the candidate's academic unit and the candidate's responsibilities within their 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 their choice of unit criteria for promotion and tenure under which to be evaluated, pursuant to D-2.a.2.

2. Personal Statement of Accomplishment. The Personal Statement of Accomplishment is written by the candidate and interprets their record of accomplishment relevant to the responsibilities in their position description and the criteria for promotion 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 should explain the nature of the candidate's activities so that others will understand them fully for purposes of assessment. The format and method of presentation is a matter of candidate 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.

CURRICULUM VITAE

University of Idaho

The vita must be in the UI format. Note that there is an Extension CV too.**NAME:****DATE:****RANK OR TITLE:****DEPARTMENT:****OFFICE LOCATION AND CAMPUS ZIP:****OFFICE PHONE:****FAX:****EMAIL:****WEB:****DATE OF FIRST EMPLOYMENT AT UI:****DATE OF TENURE:** (Year or untenured)**DATE OF PRESENT RANK OR TITLE:****EDUCATION BEYOND HIGH SCHOOL:****Degrees:** (List most recent degree first: Degree, institution name, city, state, date, major or area of specialization.)**Certificates and Licenses:****EXPERIENCE:****Teaching, Extension and Research Appointments:** (List position titles and locations since receipt of Bachelor's degree)**Academic Administrative Appointments:**(List position titles and locations since receipt of Bachelor's degree)**Non-Academic Employment including Armed Forces:** (List title, brief description, date)**Consulting:** (List company/institute name, title, brief description, date)**TEACHING ACCOMPLISHMENTS:** (Academic and Extension teaching)**Areas of Specialization:****Courses Taught:** (title, course number, date(s))**Students Advised:**

Undergraduate Students: (advised to completion of degree, number per year)

Graduate Students:

Advised to completion of degree-major professor (student name, degree, and date)

Served on graduate committee (student name, degree, and date)

Materials Developed: (non-scholarship activity)**Courses Developed:****Non-credit Classes, Workshops, Seminars, Invited Lectures, etc.:**

Honors and Awards:

SCHOLARSHIP ACCOMPLISHMENTS: (Including scholarship of teaching and learning, artistic creativity, discovery, and application/integration)

Publications, Exhibitions, Performances, Recitals:

Refereed/Adjudicated: (i.e. books, book chaps., journals, proc., abstr., etc.; provide citations-author, date, title, publisher)

Peer Reviewed/Evaluated: (i.e. journals, articles, proceedings, abstracts, etc.)

Other: (reports, proceedings, papers, citations and references, performances)

Refereed/Adjudicated (currently scheduled or submitted): (provide citations)

Peer Reviewed/Evaluated (currently scheduled or submitted):

Presentations and Other Creative Activities: (i.e. slide sets, web pages, video productions, etc., provide date and location)

Professional Meeting Papers, Workshops, Showings, Recitals: (provide date and location)

Patents: (provide title/description, patent number and date)

Grants and Contracts Awarded: (provide principal and co investigators, title, sponsor, funding dates, amount)

Honors and Awards:

SERVICE:

Major Committee Assignments: (National, State, District, County, University, College, Departmental and dates)

Professional and Scholarly Organizations (including memberships, committee assignments, editorial services, offices held and dates)

Outreach Service: (Including popular press, interview articles, newspaper articles, workshops-seminars-tours organized, Extension impact statements)

Community Service: (non-academic unrelated to employment)

Honors and Awards:

PROFESSIONAL DEVELOPMENT: (workshops and seminars attended)

Teaching:

Scholarship:

Outreach:

Administration/Management:

Include the position descriptions for each time there is a change—in 2018, the PDs were standardized. If there have been no changes to the PD, only include one.

Vice Provost for Faculty

Employee Details

Employee

Employee First Name	Torrey
Employee Last Name	Lawrence
Employee ID	V00677664

Organization

Location	Moscow
Primary Division/College	Provost (Div)
Primary Unit	Office of the Provost/Exec VP

Position Responsibilities

Position Summary

Position Summary

The Vice Provost for Faculty will work closely with faculty, Faculty Senate and the Deans to position the University of Idaho to successfully achieve the goals articulated in the Strategic Plan. The plan emphasizes the need for our continued focus on higher levels of excellence. Excellence in research, teaching and service will be influenced by the faculty we hire, the growth opportunities for those faculty, and the support faculty receive. The Vice Provost for Faculty will assist in the assessment of our current faculty strengths and size and suggest a path forward for continued professional growth in support of our mission and strategic plan. In addition, the Vice Provost for Faculty will foster an inclusive and diverse community of faculty to support the Strategic Plan goal to cultivate a valued and diverse community. Reporting to the Provost and Executive Vice President, this position will partner with other Vice Provosts and the Deans to provide leadership for the recruitment, development, and retention of a high quality faculty engaged in teaching, research / scholarly activity, and outreach / engagement. Working in partnership with other Vice Provosts, Deans, Department Chairs / Administrators, and faculty, the Vice Provost for Faculty will improve and sustain current faculty support programs to assure the University of Idaho's continued commitment to faculty excellence.

Effective Date

Responsibilities

Job Duty Function	Teaching & Advising
Percentage Of Time	0%
Job Duty Function	Scholarship & Creative Activities
Percentage Of Time	5%
Job Duty Function	Outreach & Extension
Percentage Of Time	0%
Job Duty Function	University Service & Leadership

Percentage Of Time 95%

Role Expectations

Description of Expectations

The Vice Provost for Faculty will work closely with faculty, Faculty Senate and the Deans to position the University of Idaho to successfully achieve the goals articulated in the Strategic Plan. The plan emphasizes the need for our continued focus on higher levels of excellence. Excellence in research, teaching and service will be influenced by the faculty we hire, the growth opportunities for those faculty, and the support faculty receive. The Vice Provost for Faculty will assist in the assessment of our current faculty strengths and size and suggest a path forward for continued professional growth in support of our mission and strategic plan. In addition, the Vice Provost for Faculty will foster an inclusive and diverse community of faculty to support the Strategic Plan goal to cultivate a valued and diverse community.

Reporting to the Provost and Executive Vice President, this position will partner with other Vice Provosts and the Deans to provide leadership for the recruitment, development, and retention of a high quality faculty engaged in teaching, research / scholarly activity, and outreach / engagement. Working in partnership with other Vice Provosts, Deans, Department Chairs / Administrators, and faculty, the Vice Provost for Faculty will improve and sustain current faculty support programs to assure the University of Idaho's continued commitment to faculty excellence.

INCLUDE ALL THAT APPLY SINCE LAST REVIEW
 (Include all evaluations regardless of version.)

Faculty Annual Performance Evaluation¹
Includes Disclosure of Conflict⁹
For Review of Period: January through December (year) _____

Faculty Name: _____ Employee V#: _____

Rank: _____ Administrative Title (if applicable): _____

Unit(s): _____

Responsibilities	PD %	Narrative	Met or Exceeded Expectations	
			Yes	No
Teaching and Advising ²				
Scholarship and Creative Activities ³				
Outreach and Extension ⁴				
University Service and Leadership ⁵				
Overall faculty member met or exceeded the expectations defined in the position description				

Commentary/recommendations on progress toward tenure, promotion, and/or continued satisfactory performance.*

***Relationship to Promotion and Tenure Process.** The faculty annual performance evaluation is an administrative review. Annual evaluations are one component of the independent promotion and tenure process. See FSH 3520 and 3560 for details on the promotion and tenure process.

Unit Administrator Signature

Date

Unit Administrator Signature (joint appointments [if applicable])

Date

Faculty Signature ⁶

Date

Dean Signature

Date

Interdisciplinary/Center Administrator Comments Attached (if applicable). The unit administrator is responsible to solicit, discuss and consider evaluative comments from those interdisciplinary/center administrators listed in the faculty narrative. All solicited comments are to be attached to this form.⁷

Faculty Comments Attached (optional). The faculty member is allowed to include comments that respond to the administrator's evaluation.

Dean's Comments Attached (optional). If there is any significant difference in the commentary, recommendations, or evaluation overall between the department chair and college dean, the dean shall include a narrative stating the reasons for these differences. The form with attachments must be returned to the faculty member and an opportunity provided for the faculty member to respond.⁸

Disclosure of Conflicts⁹

- If you have a conflict to disclose then you also will need to complete Form FSH 6240A.
- If there is any change in your circumstance that may give rise to potential conflicts or eliminate potential conflicts previously disclosed, then you will need to complete Form FSH 6240A within 30 days of the change.
- Disclose outside employment for compensation of more than 20 hours/week by completing FORM 6240B
- I **DO NOT** have any conflicts of interest, conflicts of commitment or apparent conflicts, according to FSH 6240, to report.
- I **DO** have any conflicts of interest, conflicts of commitment or apparent conflicts, according to FSH 6240, to report.
 - I have submitted FSH 6240A and a plan to manage each conflict or apparent conflict to my unit administrator.

Faculty Signature

Date

Unit Administrator Signature

Date

¹ Faculty Staff Handbook section 3320
² Faculty Staff Handbook section 1565 C-1
³ Faculty Staff Handbook section 1565 C-2
⁴ Faculty Staff Handbook section 1565 C-3
⁵ Faculty Staff Handbook section 1565 C-4, 1420E
⁶ "At the conclusion of the review process, each faculty member shall sign the evaluation form indicating that she/he has had the opportunity to read the evaluation report and to discuss it with the unit administrator." FSH 3320 A1 e
⁷ Faculty Staff Handbook section 3050 B-2, 3320 A-1 d, 3520 E-1, G-3, G-4c, and 3560 C,E-2d
⁸ If there is a disagreement, see Faculty Staff Handbook section 3320 A-1 i
⁹ Faculty Staff Handbook section 6240

INCLUDE ALL THAT APPLY SINCE LAST REVIEW
 (Include all evaluations regardless of version.)

Faculty Annual Performance Evaluation¹
Includes Disclosure of Conflict⁹
For Review of Period: January through December (year) _____

Faculty Name: _____ Employee V#: _____

Rank: _____ Administrative Title (if applicable): _____

Unit(s): _____

Responsibilities	PD %	Narrative	Met or Exceeded Expectations	
			Yes	No
Teaching and Advising ²				
Scholarship and Creative Activities ³				
Outreach and Extension ⁴				
University Service and Leadership ⁵				
Overall faculty member met or exceeded the expectations defined in the position description				

Commentary/recommendations on progress toward tenure, promotion, and/or continued satisfactory performance.*

***Relationship to Promotion and Tenure Process.** The faculty annual performance evaluation is an administrative review. Annual evaluations are one component of the independent promotion and tenure process. See FSH 3520 and 3560 for details on the promotion and tenure process.

Unit Administrator Signature

Date

Unit Administrator Signature (joint appointments [if applicable])

Date

Faculty Signature ⁶

Date

Dean Signature

Date

Interdisciplinary/Center Administrator Comments Attached (if applicable). The unit administrator is responsible to solicit, discuss and consider evaluative comments from those interdisciplinary/center administrators listed in the faculty narrative. All solicited comments are to be attached to this form.⁷

Faculty Comments Attached (optional). The faculty member is allowed to include comments that respond to the administrator's evaluation.

Dean's Comments Attached (optional). If there is any significant difference in the commentary, recommendations, or evaluation overall between the department chair and college dean, the dean shall include a narrative stating the reasons for these differences. The form with attachments must be returned to the faculty member and an opportunity provided for the faculty member to respond.⁸

Disclosure of Conflicts⁹

- If you have a conflict to disclose then you also will need to complete Form FSH 6240A.
- If there is any change in your circumstance that may give rise to potential conflicts or eliminate potential conflicts previously disclosed, then you will need to complete Form FSH 6240A within 30 days of the change.
- Disclose outside employment for compensation of more than 20 hours/week by completing FORM 6240B

I **DO NOT** have any conflicts of interest, conflicts of commitment or apparent conflicts, according to FSH 6240, to report.

I **DO** have any conflicts of interest, conflicts of commitment or apparent conflicts, according to FSH 6240, to report.
 I have submitted FSH 6240A and a plan to manage each conflict or apparent conflict to my unit administrator.

Faculty Signature

Date

Unit Administrator Signature

Date

¹ Faculty Staff Handbook section 3320

² Faculty Staff Handbook section 1565 C-1

³ Faculty Staff Handbook section 1565 C-2

⁴ Faculty Staff Handbook section 1565 C-3

⁵ Faculty Staff Handbook section 1565 C-4, 1420E

⁶ "At the conclusion of the review process, each faculty member shall sign the evaluation form indicating that she/he has had the opportunity to read the evaluation report and to discuss it with the unit administrator." FSH 3320 A1 e

⁷ Faculty Staff Handbook section 3050 B-2, 3320 A-1 d, 3520 E-1, G-3, G-4c, and 3560 C,E-2d

⁸ If there is a disagreement, see Faculty Staff Handbook section 3320 A-1 i

⁹ Faculty Staff Handbook section 6240



TEACHING EVALS SUMMARY

# of courses	Semester/Date	Course Title	Enrollment	Response	Individual		Department		College		University	
					Overall Instructor	Overall Course	Overall Instructor	Overall Course	Overall Instructor	Overall Course	Overall Instructor	Overall Course
	Sp 2011											
	Sp 2011											
	Fa 2010											
	Fa 2010											
	Sp 2010											
	Fa 2009											
	Sp 2009											
	Fa 2008											

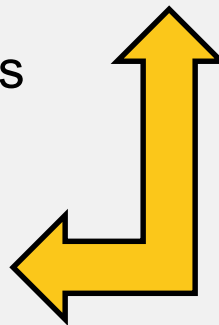
Contact for obtaining this information:

Send email request to studeval@uidaho.edu

or contact

Wes McClintick
 Institutional Effectiveness and
 Accreditation (IEA)
 208-885-7994

mcclintick@uidaho.edu



The student teaching evaluation report is obtained from IEA. Faculty cannot provide their own evaluations. This template may be relevant for use by Extension Faculty.

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).

d. Prior Reports. Copies of any third-year review committee reports and periodic review reports made during the period under review, along with the associated unit administrator's and dean's reports (as applicable) and any responses by the candidate to the reports.

The prior reports should only be included for the period under review. Prior reports include third year review (FSH 3510) or a review conducted based on FSH 3320 B-4.

IMPORTANT: This information should be included only AFTER the candidate has signed the dossier summary form. The candidate should not see this information. After the review is complete, they can request the letters, but they will be redacted for the reviewers' identities.

12. Summary of Ext.
Reviewers

EXTERNAL REVIEWERS FOR:

Dr. Joe Vandal

Three to five peer reviews are required and must be obtained by following procedures in FSH Section 3560 E-2b. Please briefly describe this reviewer's relationship to the faculty member and a brief explanation of their qualifications. Peer reviewers should be individuals who are independent, objective and should not have a special relationship with the candidate either in a professional role such as research collaborator, major professor, supervisor, former departmental colleague, or in any other role that may involve a conflict of interest. Reviewers should be of significant professional standing, from a comparable institution to the UI and holding senior academic rank. Additional recommendations by the Provost for this process can be found on the website.

(1) Reviewer Name

Department

Rank

Institution

Brief explanation of qualifications

Relationship to candidate

(2) Reviewer Name

Department

Rank

Institution

Brief explanation of qualifications

Relationship to candidate

(3) Reviewer Name

Department

Rank

Institution

Brief explanation of qualifications

Relationship to candidate

(4) Reviewer Name

Department

Rank

Institution

Brief explanation of qualifications

Relationship to candidate

(5) Reviewer Name

Department

Rank

Institution

Brief explanation of qualifications

Relationship to candidate

Reviewer 1 Response Letter

Reviewer 2 Response Letter

Reviewer 3 Response Letter

12. External Review Letter

Joint/ID/Center Letter if Applicable

Date:

To: Dean

From: Joint administrator, Interdisciplinary administrator, CEO of __

Subject: Promotion and tenure of Dr. Pat Pluto

Letters/memos should summarize the case, identify major points and report your (joint administrator, interdisciplinary administrator, or center executive officer) recommend or do not recommend decision. This recommendation should be specific to the candidate, not a form letter. Please remember that in each stage of the process where a recommendation is made, a copy of the letter must be sent/shared with the candidate. The candidate has the right to respond in writing for the file. The candidate is allowed one week's time to respond before the packet is sent forward to the next level of review.

Policy allows for the dean/joint administrator to incorporate the findings and recommendations of the college committee review, administrators of the college recommendation in his/her communication. It is important to ensure in such instances, that the candidate is aware of the process.

Joint/ID/Center Letter

Not Applicable

Include this page if there is no Joint/ID/Center Letter

Example: Unit P&T Committee Letter

From: Unit P&T Committee Chair

To: Department Chair/Head or Direct Supervisor

Date: September 2019

Re: Promotion from Assistant Professor to Associate Professor with tenure consideration – Pat Pluto

The committee met:

1. September 8th to discuss the promotion and tenure review process. The two student representatives were charged with surveying current (and past, if possible) students for information in assessing Dr. Pluto's performance over the past six years.
2. September 13th to discuss the Promotion and Tenure Packet. At the meeting, we discussed his contributions in the areas of Teaching, Scholarship, and Service in detail. Overall, all committee members were impressed with his accomplishments. To conclude the meeting, all members submitted a completed ballot.

All committee members have reviewed and approved the content of this memorandum.

Committee Vote

For Promotion: **6**

Against Promotion: **0**

Abstentions: **1**

For Tenure: **6**

Against Tenure: **0**

Abstentions: **1**

RATIONALE

Teaching/Advising

- Summarize the committee's review of evaluations, professional portfolio and CV on teaching and advising.
- Discuss student participation on the committee and the findings/contributions of the student feedback.
- Section may include advising workload and number of graduate students the candidate is mentoring and/or have completed.
- Section should have a summarizing sentence: All committee members agreed that Dr. Pluto has excellent credentials in the area of teaching and advising.

Scholarship

- Summarize the committee's review of evaluations, professional portfolio and CV on accomplishments in scholarship.
- Summarize the review of scholarship from the external reviewers, keeping external reviewer information anonymous.
- Include how the scholarship compares at a departmental, college and national or international level.
- Section should have a summarizing sentence: All external reviewers evaluated Dr. Pluto's accomplishments with strong letters of support. The reviewers were all impressed by the

quality of his research program, level of competitive funding, variety of research sponsors, and his excellent publication record in quality journals. In conclusion, they all favored promotion.

Service and Outreach

- Service should be weighed based on the percentage in the position description and compared to department, college and university levels of required service.
- All service activities do not need to be listed but a representation of the service done can be summarized.
- Section should have a summarizing sentence: The committee feels that by actively providing a desirable service to the University and professional organizations, he is performing his service commitments beyond the usual expectations.

Final Recommendation or summary (examples of possible final recommendation paragraphs are available):

Positive Review Example:

Dr. Pluto is a valued member of the Department of Planets at the University of Idaho. He has received several university awards. His record in the area of Teaching, Advising, Scholarship and Service is very strong, and clearly meets the requirements for promotion to associate professor. All external reviewers were impressed by his achievements. The committee fully agrees with the external reviewers, and fully expect him to achieve even greater success in research and scholarship in the future.

The committee recommends unanimously that Dr. Pat Pluto be promoted to Associate Professor with tenure.

Mixed Review Example:

The committee was split on their evaluation of Dr. Pluto's record. While half the committee felt that his scholarship, teaching and service met or exceeded the requirements for promotion and tenure in the department and college the other committee members expressed concern over the quality of the scholarship and felt it did not meet the expectations of an Associate Professor with tenure in our department.

The committee voted as follows: 2 in favor of promotion and tenure, 2 against promotion and tenure, and 1 abstention.

Negative Review Example:

The unit committee does not recommend Dr. Pluto for promotion to the rank of Associate Professor and does not recommend tenure. This determination is based on the presented record of teaching, scholarship and service.

Please use template provided by the provost's office

14. Unit Report Part II- Unit Admin report

Date:

To: Sally Saturn, Dean, College of Glass Houses

From: Mary Mars, Department Chair, Department of Planets

Subject: Professor Pluto, Tenure and Promotion

The department chair letter is not meant to be repetitive of the committee letter but to provide a summary of the committee findings, the strengths and weaknesses of the candidate as identified by the faculty, the documentation of the faculty votes (if not in the committee letter) and to provide the recommendation of the department chair.

Opening Statement:

- Should include a brief intro of the candidate
- A clear personal recommendation of whether you support promotion and/or tenure
- A designation of your evaluation of their overall performance:
 - Exceptional
 - Above Expectations
 - Meets Expectations
 - Below Expectations
 - Unacceptable

Teaching & Advising: Indicate here the evaluation of their teaching performance

- Summarize findings at all levels of teaching and/or advising
- Provide an overall college review
- Provide a clear personal assessment

Scholarship & Creative Activity: Indicate here the evaluation of their research performance

- Summarize findings at all levels of research/scholarship
- Include external review findings, keeping reviewer information anonymous
- Provide an overall college review
- Provide a clear personal assessment

Outreach & Extension: Indicate here the evaluation of their outreach performance

- Summarize findings at all levels of outreach and/or extension
- Provide an overall college review
- Provide a clear personal assessment

Service & Leadership: Indicate here the evaluation of their service performance

- Summarize findings at all levels of service and/or leadership
- Collegiality can be included in this section
- Provide an overall college review
- Provide a clear personal assessment

Closing Statement

- Can reiterate your recommendation
- Provide any further evidence or information about the candidate

Examples for possible closing statements:

Positive Review Example:

The Tenure-Recommendation Committee recognizes Professor Pluto as a tremendously valued colleague. His courses excite and challenge students at all levels, he is emerging as a leading scholar in his field, and he contributes to the community with many forms of service, all performed with skill and generosity.

As department chair, I enthusiastically support Professor Pluto's candidacy for tenure and promotion. He is an outstanding colleague in every facet of her work. His annual performance evaluations indicate that he is one of the most dynamic faculty members in our department.

Mixed Review Example:

While the department committee voted unanimously for Dr. Pluto's promotion and tenure, the faculty vote was not fully in favor of both promotion and tenure and two of the four external review letters expressed concern about the number of publications that Dr. Pluto has published and felt that he was not ready for promotion and tenure at this time. I have taken the time to strongly consider all the external reviewer letters as well as the findings of the faculty and the committee and reviewed the department and college by-laws. While I understand the concern of a low number of publications, Dr. Pluto's publications meet the minimum requirement of the department. Feedback from this process will be valuable to him as he continues to pursue his career at the University of Idaho. I recommend that Dr. Pluto be promoted and tenured.

Negative Review Example:

The review of the faculty of the department of planets and the department committee unanimously determined that Dr. Pluto's performance does not warrant promotion and tenure at this time. I concur with their recommendation.

SUMMARY (include as the last page to the letter);

Assistant Professor seeking promotion to associate with tenure

Faculty vote on tenure:

10 recommend
0 do not recommend
0 abstain

Faculty vote on promotion:

6 recommend
0 do not recommend
0 abstain

5 - exceptional
1 - above expectations
0 - meets expectations
0 - below or unacceptable

Unit Committee vote:

10 in favor
0 against
0 abstain

Transmission of Reports to the Candidate and Written

Response. The unit administrator shall provide the candidate with copies of the unit administrator's report and the report of the unit promotion and tenure committee. The candidate may provide a written response to the reports within **five business** days after receiving the reports.

If there is no response include a page stating so:

Candidate Statement from the Unit Level Review

None Available

Please use template provided by provost's office

Example: College Committee Letter

From: College Committee Chair

To: Dean

Date: October 2019

Re: Promotion from Assistant Professor to Associate Professor with tenure consideration – Pat Pluto

The college committee letter is not meant as a repeat of previous letters but is an independent committee review and finding. Letters can go into more depth should the committee chose to but essentially needs to contain the committee vote and recommendation.

The College Promotion and Tenure Committee is comprised of one faculty member from each department. The Dean of the College and the University Promotions Committee college representative attend the meeting but do not vote so there are five voting members of the committee. The committee vote to recommend tenure for Dr. Pat Pluto was five (5) to recommend and zero (0) to not recommend. The committee vote for the promotion of Dr. Joe Vandal was five (5) in favor and zero (0) opposed. The committee recommends that Dr. Pat Pluto be promoted to Associate Professor with tenure.

The representative from Dr. Pluto's department informed the committee that his department is very impressed with his work and evaluates him highly. The department feels he is doing an excellent job and he is highly committed to both teaching and research.

The committee discussed Dr. Pluto's record and everyone was very impressed with the quality of his work. He has \$1.6 million in grants for which he is the primary Principal Investigator and additional funding on grants for which he is the co-Principal Investigator. He has had 17 journal articles published since starting at the UI and is invested in promoting his students and their work.

Because of all these factors the College Committee unanimously recommends Dr. Pat Pluto for both promotion and tenure.



Date:

To: _____, Provost and Executive Vice President Dean Clean,

16. College level Part II—Dean's report

From: Dean, College of Glass Houses

Subject: Professor Pluto, Tenure and Promotion

Opening Statement:

- Should include a brief intro of the candidate
- A clear personal recommendation of whether you support promotion and/or tenure
- A designation of your evaluation of their overall performance:
 - Exceptional
 - Above Expectations
 - Meets Expectations
 - Below Expectations
 - Unacceptable

Teaching & Advising: Indicate here the evaluation of their teaching performance

- Summarize findings at all levels of teaching and/or advising
- Provide an overall college review
- Provide a clear personal assessment

Scholarship & Creative Activity: Indicate here the evaluation of their research performance

- Summarize findings at all levels of research/scholarship
- Include external review findings, keeping reviewer information anonymous
- Provide an overall college review
- Provide a clear personal assessment

Outreach & Extension: Indicate here the evaluation of their outreach performance

- Summarize findings at all levels of outreach and/or extension
- Provide an overall college review
- Provide a clear personal assessment

Service & Leadership: Indicate here the evaluation of their service performance

- Summarize findings at all levels of service and/or leadership
- Collegiality can be included in this section
- Provide an overall college review
- Provide a clear personal assessment

Closing Statement

- Can reiterate your recommendation
- Provide any further evidence or information about the candidate

Examples of closing statement:

Positive Review Example:

Dr. Pluto is a very productive faculty member who is becoming a national leader in the area of planets. His external letters are highly consistent in recommending him for promotion to the rank of Associate Professor with tenure. He continues to attract significant competitive extramural support and he has a strong graduate program. He is helpful and plays a key role in facilitating our land grant mission. I strongly recommend him for promotion to Associate Professor with tenure.

Mixed Review Example (with a recommendation for):

In closing, let me reiterate my recommendation in favor for tenure and promotion for Dr. Pluto. Our criteria for tenure and promotion requires, as a minimum, evidence of strong performance in both teaching and scholarship as well as outstanding achievement in at least one of these areas. He has met these benchmarks in my opinion and I urge you to promote Dr. Pluto to Associate Professor with tenure.

Mixed Review Example (with a recommendation against):

In closing, let me reiterate my recommendation against promotion for Dr. Pluto. Our criteria for promotion requires, as a minimum, evidence of strong performance in both teaching and scholarship as well as outstanding achievement in at least one of these areas. He has not met these benchmarks in most evaluations.

Negative Review Example:

In closing, let me reiterate my recommendation against tenure and promotion for Dr. Pluto. Our criteria for tenure and promotion require, as a minimum, evidence of strong performance in both teaching and scholarship as well as outstanding achievement in at least one of these areas. All of the evaluation steps (Faculty, Department Chair, Faculty Governance Council and Dean) agree that he has not met these benchmarks.

SUMMARY (include as last page to the letter):

Associate Professor seeking promotion to full professor

Unit vote:

3 in favor
2 against
0 abstain

Department chair recommendation:

YES

College vote:

1 in favor
4 against
0 abstain

Dean recommendation:

NO

Transmission of Reports to the Candidate and Written

Response. The unit administrator shall provide the candidate with copies of the unit administrator's report and the report of the unit promotion and tenure committee. The candidate may provide a written response to the reports within **five business days** after receiving the reports.

If there is no response include a page stating so:

Candidate Statement from the College Level Review

None Available

Evidence of Accomplishment. The candidate may provide evidence of accomplishment for each area of responsibility in the position description. Evidence may include examples of scholarly work; evidence of teaching effectiveness as provided in FSH 1565 C-1.a . (note that student course evaluations, and, if applicable, peer evaluations are provided by the unit administrator; see D-2.c.); letters of support, etc. Evidence of Accomplishment shall not include additional narrative regarding promotion or tenure. **This section has no page limit.**