



University
of Idaho

**PROMOTION &
TENURE:
ADMINISTRATIVE
PROCESSES FOR
THE UNIT AND
COLLEGE**

AUGUST 29, 2023



PRESENTATION OVERVIEW

I Process Timeline

I Relevant Stages of the Process

I Resources



PROCESS TIMELINE



Month	Activity
Spring	Faculty member prepares materials for submission
May	External reviewers selected and invited (if applicable)
June-August	All materials submitted; External reviews completed and returned
Late August	Dossier finalized  You are here
September	Unit level processes
October-November	College level processes
<u>November 17</u>	Dossiers submitted to the Provost's Office
December	Final review of packets; distribute packets to University P&T Committee
February	University P&T Committee meeting; recommendations to President
March-April	President's final decisions; candidates are notified of decision

Resources: uidaho.edu/provost/faculty/tenure



Promotion and Tenure and Third Year Review x +

uidaho.edu/provost/faculty/tenure ☆



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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	+



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DOSSIER



FSH 3500 D-1

Section D: Dossier

I 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 (Four samples of scholarly and creative activity + optional other materials)
- Teaching Effectiveness (optional; described in D-2-c)-this is an optional supplement to student course evaluations.
- Optional COVID Impact Statement



FSH 3500 D-2

I 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 studeval@uidaho.edu)
 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!



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. <input type="checkbox"/>	Summary Form	Template for 2-page dossier summary form can be found here .
2. <input type="checkbox"/>	College bylaws section	Include sections that cover annual review process, performance criteria and P&T criteria.
3. <input type="checkbox"/>	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. <input type="checkbox"/>	Candidate Statement	Context Statement and Personal Statement of Accomplishment (Eight pages maximum + Optional One Page COVID Impact Statement)
5. <input type="checkbox"/>	CV	CV in UI format
6. <input type="checkbox"/>	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. <input type="checkbox"/>	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. <input type="checkbox"/>	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. <input type="checkbox"/>	Teaching Effectiveness	Can include peer evaluations and/or candidate's evidence of teaching effectiveness
10. <input type="checkbox"/>	Prior Review Letters	Include letters only from any 3rd year review or periodic review.
11. <input type="checkbox"/>	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. <input type="checkbox"/>	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. <input type="checkbox"/>	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

DOSSIER ASSEMBLY

I Put the dossier in the order specified in the instructions, "Dossier Assembly."

I Note the three pages of instructions!



FSH 3500 D-3 SUBMISSION

- I See Checklists under Dossier Preparation and Assembly for 2023-24 deadlines.
- I Dossier needs to be assembled in the specific order listed on “Dossier Assembly.” Faculty candidate and unit/department support personnel need to review for accuracy.
- I 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]
- I 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.**
- I External Peer Review letters are placed in the packet after the candidate signs off!



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UNIT LEVEL REVIEW



ENCOURAGE VOTING COMMITTEE MEMBERS TO COMPLETE THE UNCONSCIOUS BIAS TRAINING

This training is called “Part 2: Minimizing Unconscious Bias on Committees” and is available here:

<https://www.uidaho.edu/governance/equal-employment-opportunity-affirmative-action/recruitment-and-hiring/training>



FSH 3500 E-1 UNIT P&T COMMITTEE

- I Elected by unit faculty (or they may choose to delegate this to the unit administrator)
- I Five faculty: Must include 3 tenured from the unit and 1 from outside the unit
- I The committee elects a chair from tenured members
- I No students or non-university employees
- I “In cases considering promotion to full professor, unit administrators are encouraged to include full professors in the committee...one member shall be a full professor”
- I The unit administrator nor the dean may be on the committee
- I “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**)
- I The candidate may request the names of the committee members

FSH 3500 E. UNIT LEVEL REVIEW

I 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!* See P&T website for “Templates”

I 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

I 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! See P&T website for “Templates”*

I Candidate Response

- The unit administrator provides both reports to the candidate
- Candidate has five business days to provide a response (may include recent notable accomplishments)

I The unit administrator adds the reports and response (if one is provided) to the dossier and submits to the college.

UNIT LEVEL PROCESSES COMPLETE

- How much conversation does a unit administrator have with a candidate about the process?
- What can we discuss?
- Refer to FSH 3500 for process; Vice Provost for Faculty for advice.



Gettyimages



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COLLEGE LEVEL REVIEW

ENCOURAGE VOTING COMMITTEE MEMBERS TO COMPLETE THE UNCONSCIOUS BIAS TRAINING

THIS TRAINING IS CALLED “PART 2: MINIMIZING UNCONSCIOUS BIAS ON COMMITTEES” AND IS AVAILABLE HERE:

[HTTPS://WWW.UIDAHO.EDU/GOVERNANCE/EQUAL-EMPLOYMENT-OPPORTUNITY-AFFIRMATIVE-ACTION/RECRUITMENT-AND-HIRING/TRAINING](https://www.uidaho.edu/governance/equal-employment-opportunity-affirmative-action/recruitment-and-hiring/training)



FSH 3500 F-1 COLLEGE P&T COMM.

I Membership

- Tenured members
- Staggered 3-year terms
- Each unit shall nominate two faculty members, from which the dean shall select one, giving consideration to representational balance in the makeup of the committee.
- 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

I 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

I 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!*

I Candidate Response

- The dean provides both college-level reports to the candidate
- Candidate has five business days to provide a response (again, this can include notable accomplishments).

I The dean adds the reports and response (if one is provided) to the dossier and submits to the Provost's office. **[Due Friday, Nov. 17, 2023]**



COLLEGE LEVEL PROCESSES COMPLETE



- How much conversation does a dean have with a candidate about the process?
- What can we discuss?
- Refer to FSH 3500 for process; Vice Provost for Faculty for advice.



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WHAT HAPPENS IF THERE IS AN ERROR IN PROCEDURE?

MISTAKES HAPPEN!

FSH 3500 B-4

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).



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RESOURCES



UNIQUE PROCESS IN THE LIFE OF A FACULTY MEMBER





WEBSITE RESOURCES

I Office of the Provost & Executive Vice President

- → Faculty Processes
- → Promotion & Tenure

I <https://www.uidaho.edu/provost/faculty/tenure>

I **Promotion and Tenure Custom Reports** of student course evaluations:
<https://www.uidaho.edu/provost/ir/assessment-evaluation/student-evaluation/promotion-tenure>

- Request reports at studeval@uidaho.edu

I **Policy and Timelines** (link to FSH 3500)

I **Dossier Preparation and Assembly**

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

I **Guidance** (external reviewers, supplementation, collection of feedback, all of the training videos)

I **Support Employee Assistance Program** <https://www.uidaho.edu/human-resources/benefits/core-benefits/eap>

WEBSITE: uidaho.edu/provost/faculty/tenure

Promotion and Tenure and Third Year Review

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the Provost/EVP

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THANK YOU

FOR FURTHER ASSISTANCE:

WWW.UIDAHO.EDU/PROVOST

PROVOST@UIDAHO.EDU

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