



University  
of Idaho

# DOSSIER COMPILATION

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VICE PROVOST FOR FACULTY  
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## OVERVIEW OF THIS PRESENTATION

**I CONFIRM THE FACULTY WHO WILL GO UP DURING THIS REVIEW CYCLE**

**I OVERVIEW OF THE NEW ACCURACY CHECK PROCESS FOR THE DOSSIERS**

**I RESOURCES**



**It's promotion and tenure rush hour! Have you checked with all your faculty about their intention to go through the review process?**

# RESOURCE REMINDER



[www.uidaho.edu/provost/faculty/promotiontenure](http://www.uidaho.edu/provost/faculty/promotiontenure)

- Faculty Processes —
- Appointments
- Faculty Lists & Citations
- New Faculty Orientation
- Position Descriptions
- Performance Evaluations
- Promotion & Tenure**
- Sabbatical and Other Leaves +
- Salary Information +
- Summer Contract & Salary Agreement

## Promotion and Tenure and Third Year Review

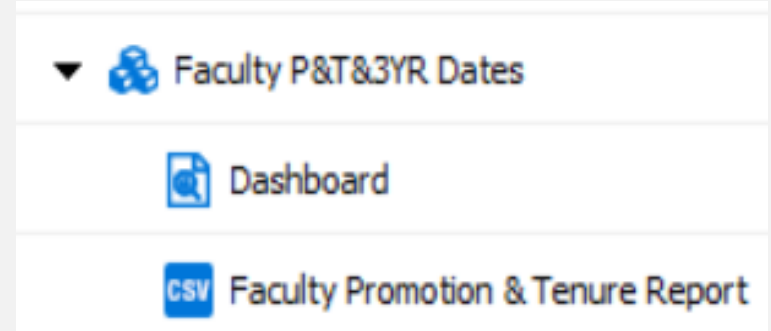
### Forms and Guidance for the Promotion and Tenure and Third Year Review Processes

Policy and Timelines	+
<b>Dossier Preparation and Assembly</b>	+
<b>Forms</b>	+
<b>Templates</b>	+
Guidance	+
Third Year Review Processes and Forms	+

# INITIATING THE PROCESS



- I Shared responsibility between the faculty member and the department chair to
  - Track promotion and/or tenure timelines
  - Compile the documents for the dossier
  
- I Staff have access to Argos Reports
  - HR Production>Departmental Reports>**Faculty P&T&3YR Dates**
  - Check data entry and/or adjustments
  - Provide information for the summary form
  
- I Consider existing resources available for building out the dossier
  - 3<sup>rd</sup> year review
  - Annual Evaluations
  - Position Descriptions





# NEW PROCESS STEP IN 2024-25

- I Prior to the unit level review, all dossiers must be sent to the Provost's Office to ensure that the materials are complete and have been compiled correctly. **The unit administration must send the dossier to the Provost's Office no later than August 16, 2024; dossiers will be returned by August 30, 2024 for unit level review. You can send them prior to August 16!**
- I This step is to ensure that each dossier contains complete and correct materials and that nothing extraneous has been included.
- I Dossiers can be submitted to the Provost's Office at anytime once the preliminary materials are compiled.

# PROCESS TIMELINE



Month	Activity
Spring	Faculty member prepares materials for submission
May	External reviewers selected and invited (if applicable) <b>You are here</b>
June-August	All materials submitted; External reviews completed and returned
Late August	Dossier finalized <b>New Step—Provost Office review of all dossiers/August 16</b>
September	Unit level processes
October-November	College level processes
November 22	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



# FSH 3500 D-1

## I Section D: Dossier

### I D-1 Materials Provided by the **Faculty Member**

- CV in UI format
- Candidate Statements (8 page maximum!)
  - Part 1: Context Statement
  - Part 2: Personal Statement of Accomplishment
  - Part 3: Optional One-Page COVID Impact Statement
- Four samples of scholarly or creative activity to be sent to external reviewers if required. (For faculty with extension appointments, Extension and Outreach activities can be sent).
- Evidence of Accomplishment (optional)
- Teaching Effectiveness (optional; described in D-2-c)





# 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
  3. Annual Evaluations
  4. Teaching Effectiveness (request course evaluation report from Institutional Research)
  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!***





# **DOSSIER COMPILATION PHASE I: SPRING-MATERIALS SENT TO EXTERNAL PEER REVIEWERS**

## **I Candidate Provides**

- Candidate Statement, 8 page maximum + 1 pg for Covid Impact
- CV in U of I format
- “Up to” four examples of scholarly or extension work

## **I Department Chair/Head/Director Provides**

- College and unit bylaws promotion and tenure sections
- Position descriptions

## **I Department Chair/Head/Director and Administrative Assistant**

- Sends materials to external peer reviewers
- Receives external peer reviewer letters. All letters received must be included in the dossier.



# EXTERNAL PEER REVIEWS

By mid-Spring:

- I Identify and confirm external peer reviewers (must have at least three)
- I Review the published guidelines for details/instructions on the collaborative process ([www.uidaho.edu/provost/faculty/promotiontenure](http://www.uidaho.edu/provost/faculty/promotiontenure)) **Policy and Guidance Sections**

**ONLY these materials provided to external peer reviewers:**

- I Promotion and Tenure sections of the college and unit bylaws
- I Candidate's CV
- I Position descriptions for the period under review
- I Candidate statement, 8 pages
  - Context Statement
  - Personal Statement of Accomplishment
  - Covid Impact Statement (optional, 1 pg)
- I Up to four examples of scholarly or creative activity work

**All letters received must be placed in the dossier**





# **DOSSIER COMPILATION PHASE II:**

## **SUMMER: FULL DOSSIER COMPILED**

### **I** Provided by the candidate

- Candidate Statement, 8 page maximum + 1 pg for Covid Impact (can be updated)
- CV in U of I format (can be updated)
- “Up to” four examples of scholarly or extension work—same that went to the external peer reviewers, if required.
- Teaching Effectiveness can either be included after the teaching eval summary form or as part of the evidence of accomplishment
- Evidence of accomplishment



# WHAT IS EVIDENCE OF ACCOMPLISHMENT?

## D-1-c. Evidence of Accomplishment.

- Evidence of accomplishment may be provided for each area of responsibility in the position description.
- Evidence could include examples of scholarly work, teaching evaluation materials, letters of support, etc.
- This shall not include additional narrative written by the candidate regarding promotion or tenure.
- This section has no page limit.

If materials were sent to external reviewers, the four examples of scholarly work should be included here.

Faculty are encouraged to provide links to online resources.

\*\*Anything the candidate wants to share to make the argument for their case for promotion or tenure!



# WHAT IS TEACHING EFFECTIVENESS?

D-2-c. 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). The candidate may supplement this section to include other evidence of teaching effectiveness as outlined in FSH 1565 C-1.a.

1565 C-1-a. Teaching: ...The validation of teaching may include Student Evaluations of Teaching (SETs), peer evaluations, self-assessment, documentation of effective or innovative teaching, teaching recognition and awards, and teaching loads.

There is a special section in the dossier for this OR the candidate can lump it with "Evidence of Accomplishment."





# **DOSSIER COMPILATION PHASE II:**

## **SUMMER: FULL DOSSIER COMPILED**

**I** Provided by Department Chair/Head/Director and Admin Assistant

- Summary form
- College and unit bylaws promotion and tenure sections
- Position descriptions for period under review
- Annual performance evaluations for period under review
- Teaching Effectiveness Summary Form (request course evaluation report from [studeval@uidaho.edu](mailto:studeval@uidaho.edu))
- Prior review letters FOR PERIOD UNDER REVIEW (third year review; peer review)
- Once the dossier has been finalized, the External Peer Review letters are placed in the dossier. These are **NEVER** shown to the faculty member while the review is in **process**.



# FINALIZING THE DOSSIER FOR REVIEW

- I The dossier must be compiled in the order specified on the Dossier Assembly sheet. (See the website under Dossier Preparation and Assembly).
- I The summary form must be attached to the front of the dossier materials. (See website under Forms).
- I The candidate and the unit administrator and administrative assistant review the dossier for accuracy.
- I The candidate signs and dates the Summary Form.
- I The Unit Administrator signs and dates the Summary Form.
- I The Unit Administrator places the external review letters in the dossier. The candidate does not see them.
- I Now, the dossier is “locked.” No additional changes to the materials may occur.
- I Prior to beginning the unit level review processes, the dossier must be sent to the Provost’s Office for an accuracy check.

**Due by August 16, 2024 to the Provost’s Office via OneDrive**

# WHAT GOES IN A DOSSIER

Order	Adobe Bookmark Name
1. <input type="checkbox"/>	Summary Form
2. <input type="checkbox"/>	College bylaws section
3. <input type="checkbox"/>	Department bylaws section
4. <input type="checkbox"/>	Candidate Statement
5. <input type="checkbox"/>	CV
6. <input type="checkbox"/>	Position Descriptions 2019 to present 2018 2017
7. <input type="checkbox"/>	Annual Evaluations 2021 2020 2019 (continue for each year under review)
8. <input type="checkbox"/>	Teaching Evals Summary
9. <input type="checkbox"/>	Teaching Effectiveness
10. <input type="checkbox"/>	Prior Review Letters
11. <input type="checkbox"/>	Summary of Ext. Reviewers
12. <input type="checkbox"/>	Ext. Reviewer #1 Ext. Reviewer #2 Ext. Reviewer #3
13. <input type="checkbox"/>	Joint/ID/Center Letter



Order	Adobe Bookmark Name
14. <input type="checkbox"/>	Unit Level Reports Unit P&T Committee Report Unit Administrator's Report
15. <input type="checkbox"/>	Candidate Statement from the Unit Level Review
16. <input type="checkbox"/>	College Level Report College P&T Committee Report Dean's Report
17. <input type="checkbox"/>	Candidate Statement from the College Level Review
18. <input type="checkbox"/>	Evidence of Accomplishment

Green highlight represents  
faculty member  
responsibilities

Summary Form is a shared  
responsibility



# FSH 3500 D-3 SUBMISSION

- I See online Checklists for 2024-25 deadlines and order of materials.
- 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 The candidate's signature on the submission page finalizes the dossier submission.
- I External Peer Review letters are placed in the packet after the candidate signs off!
- I **The unit submits the completed dossier to the Provost's Office for an accuracy review prior to August 16, 2024.** This step is required prior to the unit level review.



# HOW TO SUBMIT DOSSIERS FOR THE ACCURACY CHECK

- I Unit level administrator and administrative assistants review the dossier(s) for accuracy
- I Send the dossier(s) to the dean's assistant
- I Dean's assistant reviews the dossier(s) for accuracy
- I Submit the dossier(s) to the Provost Office OneDrive no later than August 16. It's OK to submit them as they come into your office; no need to submit all at once.



# **ON TO UNIT LEVEL REVIEW!**





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**WHAT HAPPENS IF  
THERE IS AN ERROR  
IN PROCEDURE?**



# COMMON ERRORS

## Dossier Compilation

- Incorrect order of materials in the dossier
- Incomplete forms
- Missing required documents
- Inclusion of materials that shouldn't be included
- Unsigned dossier form

## Committee Processes

- Incorrect committee make up
- Incorrect committee processes

Be mindful to avoid these errors as they cause stress and consternation and also potentially impact the review process.



# MISTAKES HAPPEN! BUT THEY CREATE A LOT OF WORK AND WORRY

## 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).

\*\*The Provost's Office August 2024 review of materials prior to the commencement of the unit level review process is intended to minimize the number of inadvertent errors.



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# **RESOURCES**



# WEBSITE RESOURCES

**I** Office of the Provost & Executive Vice President

- → Faculty Processes
- → Promotion & Tenure

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

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

**I** Checklists with deadlines

- Unit Level (with or without External Review)
- College Level
- Dossier preparation

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

**I** **Guidance** (external reviewers, supplementation, timeline, videos)



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**THANK YOU**

FOR FURTHER ASSISTANCE:

[WWW.UIDAHO.EDU/PROVOST](http://WWW.UIDAHO.EDU/PROVOST)

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