**PREPARING 3rd YEAR PACKETS FOR REVIEW**

Candidates, please work with your departmental chair and staff to assemble the packet required for 3rd year review by your **DEPARTMENT AND COLLEGE**. The electronic packet for 3rd year review helps establish the electronic packet for promotion and tenure review. Additional information to assist in packet 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):**

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| **Order** | **Adobe Bookmark Name** | **** | **Instruction** |
| 1. | Summary Form | \_\_ | Template available on the website. |
| 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 Statements | \_\_ | Context Statement and Personal Statement of Accomplishment (eight pages maximum) |
| 5. | CV | \_\_ | CV in UI format |
| 6. | Position Descriptions  2019 to present  2018 | \_\_ | Position descriptions for the period under review – newest to oldest order. Use sub-bookmarks labeled by year as shown here. |
| 7. | Annual Evaluations  2019  2018 | \_\_ | Annual Evaluations for the period under review – 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**](mailto:studeval@uidaho.edu) **or contact IEA at 885-7994.** |
| 9. | Teaching Effectiveness | \_\_ | Can include peer evaluations and/or candidate’s evidence of teaching effectiveness |
| 13. | Joint/ID/Center Letter | \_\_ | Letter(s) of review from interdisciplinary unit administrators and/or Center Executive Officers |
| 14. | Unit Level Reports  Unit 3rd Yr. Committee Report  Unit Administrator’s Report | \_\_ | Use sub-bookmarks labeled here to indicate which report. |
| 15. | Candidate Statement from the Unit Level Review | \_\_ | If there is no candidate response, insert a page indicating such. |
| 16. | Dean’s Report | \_\_ |  |
| 17. | Candidate Statement from the College Level Review | \_\_ | If there is no candidate response, insert a page indicating such. |
| 18. | Evidence of Accomplishment | \_\_ | Examples of scholarly work 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. |

**3rd YEAR REVIEW PACKET SUBMISSION GUIDELINES**

The third year review packet is design to assist the faculty member with their progress towards promotion or tenure. Complete packet contents must be shared with the faculty member. Sending it to the Provost’s Office is simply for placement in their faculty file. The Provost’s Office will only respond to the dean’s assistant notifying them of receipt of the packet. No other notification is required.

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| **Order** | **Instruction** |
| 1. | Name the packet using the relevant codes below:  College: 1CALS – College of Agriculture and Life Sciences  2CALS – 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  9LIBR – Library  10CNR – College of Natural Resources  11COS – College of Science  12COGS – College of Graduate Studies  13FacLg – Faculty at Large    Tenure: NTT – Non-tenure-track  OT – On track  I - Ineligible  Review: 3rd Yr. Review or Periodic Review    Name: Last-First  **EXAMPLE: 1CALS-NTT-3rdYR-Vandal-Joe**  **7LAW-OT-PR-Vandal-Joe** |
| 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% |