

## 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.	Summary Form	Template for 2-page dossier summary form can be found <a href="#">here</a> .
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. <b>If no dept. bylaws exist include a page and indicates such.</b>
4.	Candidate Statement	Context Statement and Personal Statement of Accomplishment (Eight pages maximum + Optional One Page COVID Impact Statement)
5.	CV	CV in UI format
6.	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 <b>sub-bookmarks</b> labeled by year as shown here.
7.	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 <b>sub-bookmarks</b> 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 <b>Email: <a href="mailto:studeval@uidaho.edu">studeval@uidaho.edu</a></b>
9.	Teaching Effectiveness	Can include peer evaluations and/or candidate's evidence of teaching effectiveness
10.	Prior Review Letters	Include letters only from any 3rd year review or periodic review.
11.	Summary of Ext. Reviewers	To be filled out by the packet preparer or administrator. <b>If External Reviewers are not required in the packet, insert a page indicating such</b>
12.	Ext. Reviewer #1 Ext. Reviewer #2 Ext. Reviewer #3	Include an <b>individual</b> bookmark for each reviewer letter. <b>If External Reviewers are not required in the packet, insert a page indicating such.</b>
13.	Joint/ID/Center Letter	Letter(s) of review from interdisciplinary unit administrators and/or Center Executive Officers. <b>If no letters exist include a page and indicate such</b>

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14.	Unit Level Reports Unit P&T Committee Report Unit Administrator's Report	Use sub-bookmarks labeled here to indicate which report. <b>If no reports exist include a page and indicate such</b>
15.	Candidate Statement from the Unit Level Review	If there is no candidate response, insert a page indicating such
16.	College Level Report College P&T Committee Report Dean's Report	Use sub-bookmarks labeled here to indicate which report. <b>If no reports exist include a page and indicate such</b>
17.	Candidate Statement from the College Level Review	If there is no candidate response, insert a page indicating such
18.	Evidence of Accomplishment	Include four examples of scholarly work (if submitted to external reviewers) and other materials chosen by the candidate (e.g., teaching evaluation details, miscellaneous letters of support, etc). <b>Additional narrative is not allowed.</b> Provide sub-bookmarks for each section of materials.

## PROMOTION AND TENURE DOSSIER SUBMISSION GUIDELINES

ONLY the college deans' assistants have access to submit the electronic dossier(s). Submittal should be through your OneDrive space. Please contact the Provost's Office, 208.885.7941 / [provost@uidaho.edu](mailto:provost@uidaho.edu) for assistance

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1.	Name the dossier using the relevant codes below: (all categories will have a - after)																																																																		
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**EXAMPLES:**  
01WWAMI-NTT-ASSOC-Vandal-Joe  
12CAA-OT-ASSOC-Vandal-Joe  
09ENG-T-FULL-Vandal-Joe

For tenure only: 08LAW-I-SNR-Vandal-Joe  
10EHHS—OT-TNR-Vandal-Joe

2. When you save the dossier 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
  
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 must 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.