

**Unit Level P&T Checklist for Dossier’s that DO include External Reviewers**

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| **CANDIDATE:** provide to administrator prior to sending out requests for EXTERNAL REVIEWERS (if applicable) | | | |
| **Documents/To Do** | | **Deadline** | **Link/Location** |
|  | Submit a list of at least 8 qualified external reviewers (may also provide the names of up to two individuals who should be excluded from consideration as an external reviewer) | May 15 | [FSH 3500 D-2.e.2](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Submit current CV on UI template (may not be revised after submission) | June 1 | Must use UI template |
|  | Submit Candidate Statements: Context Statement and Personal Statement of Accomplishments | June 1 | [FSH 3500 D-1.b](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Submit up to four examples of scholarly and creative work for External Reviewers | June 1 | [FSH 3500 D-2.e.4](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |

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| **ADMINISTRATOR**: prepare external reviewer materials | | | | |
| **Documents/To Do** | | | **Deadline** | **Link/Location** |
|  | | Create your own list of possible external reviewers | May 15 | [FSH 3500 D-2.e.2](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Determine potential external reviewers (follow FSH 3500 D-2.e.2 carefully) and email preliminary invitation to participate | | May 15 | [FSH 3500 D-2.e.2](https://www.webpages.uidaho.edu/fsh/3500.html#D.); [Guidance](https://www.uidaho.edu/provost/faculty/tenure) |
|  | | Collect materials from the candidate (see list above) | June 1 | [FSH 3500 D-2 e.](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Collect bylaws and P&T criteria for unit and college | | June 1 | [FSH 3500 D-2.a](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Collect faculty member’s Position Descriptions for the review period | | June 1 | PeopleAdmin or Dean’s office |
|  | | Create external reviewer packets (can delegate to packet preparer) | June 10 | [FSH 3500 D-2.e.4](https://www.webpages.uidaho.edu/fsh/3500.html#D.); [Guidance](https://www.uidaho.edu/provost/faculty/tenure) |
|  | | Send packets to external reviewers (suggest Aug 1 deadline for return) | June 10 | [FSH 3500 D-2.e.3/4](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |

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| **ADMINISTRATOR**: collect additional materials for Dossier | | | | |
| **Documents/To Do** | | **Deadline** | **Link/Location** | |
|  | Invite additional review letters (if applicable) | June 1 | [FSH 3500 D-2.f](https://www.webpages.uidaho.edu/fsh/3500.html#D.) | |
|  | Request teaching evaluation summaries from IEA (studeval@uidaho.edu) | Aug 1 | [FSH 3500 D-2.c](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Collect annual evaluations for the period under review | Aug 1 | [FSH 3500 D-2.b](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Collect prior reports | Aug 1 | [FSH 3500 D-2.d](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Collect additional review letters (if applicable) | Aug 1 | [FSH 3500 D-2.f](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |

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| **CANDIDATE:** finalize Dossier | | | | |
| **Documents/To Do** | | | **Deadline** | **Link/Location** |
|  | | Submit Evidence of Accomplishment (optional) | August 1 | [FSH 3500 D-1.c](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | | Submit Teaching Effectiveness supplement (optional) | August 1 | [FSH 3500 D-2.c](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Review the dossier for completeness and accuracy | | **August 24** | [FSH 3500 D-3](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Sign off on the summary form (no changes to packet after this point) | | **August 24** | [FSH 3500 D-3](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |

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| **PACKET PREPARER**: assemble the packet | | | |
| **Documents/To Do** | | **Deadline** | **Link/Location** |
|  | Using the guidelines available from the Provost’s office, assemble the other elements of the packet (except the external review letters) | Aug 10 | [Checklists](https://www.uidaho.edu/provost/faculty/tenure) |
|  | Insert the materials used in the external reviewer’s packet:  PD’s, CV, and Context Statements (the candidate may not revise these) | Aug 10 | [FSH 3500 D-1](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Insert the any additional materials (evidence of accomplishment and/or teaching effectiveness) | Aug 10 | [FSH 3500 D-1 and D-2](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Insert the teaching evaluation summaries, prior review correspondence, annual evaluations, etc. | Aug 10 | [FSH 3500 D-2](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Bookmark the elements in the packet | Aug 10 | [Checklists](https://www.uidaho.edu/provost/faculty/tenure) |

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| **ADMINISTRATOR:** finalize Dossier | | | |
| **Documents/To Do** | | **Deadline** | **Link/Location** |
|  | Finalize the dossier and sign the Dossier Submission Form | August 11 | [FSH 3500 D-3](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Provide Dossier to the faculty member to review | August 11 | [FSH 3500 D-3](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |

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| **PACKET PREPARER:** finalize Dossier | | | |
| **Documents/To Do** | | **Deadline** | **Link/Location** |
|  | Add external reviewer letters, summary and add bookmarks | August 28 | [FSH 3500 D-3](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Add the Dossier Submission Form (with signatures) and add bookmark | August 28 | [FSH 3500 D-3](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Post the dossier in a secure location where the Unit P&T Committee and the voting faculty will be able to access it for review | August 28 | [FSH 3500 E](https://www.webpages.uidaho.edu/fsh/3500.html#E.) |

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| **ADMINISTRATOR:** review at the unit level | | | |
| **Documents/To Do** | | **Deadline** | **Link/Location** |
|  | Facilitate selection of the Unit P&T Committee | Sept 1 | [FSH 3500 E.1.a](https://www.webpages.uidaho.edu/fsh/3500.html#E.) |
|  | Conduct faculty vote (this is different from the unit committee vote) | Sept 21 | [FSH 3500 E-2](https://www.webpages.uidaho.edu/fsh/3500.html#E.); [Forms and Templates](https://www.uidaho.edu/provost/faculty/tenure) |
|  | Write the Unit Administrator Report | Oct 1 | [FSH 3500 E-3](https://www.webpages.uidaho.edu/fsh/3500.html#E.); [Forms and Templates](https://www.uidaho.edu/provost/faculty/tenure) |
|  | Make unit level reports available to the candidate (Unit P&T Committee report, Unit Administrator report, and additional review letters) | Oct 1 | [FSH 3500 E-3 b.](https://www.webpages.uidaho.edu/fsh/3500.html#E.) |

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| **CANDIDATE:** review of unit level correspondence | | | |
| **Documents/To Do** | | **Deadline** | **Link/Location** |
|  | Read all the correspondence from the unit level carefully | Oct 6 | [FSH 3500 E-3 b.](https://www.webpages.uidaho.edu/fsh/3500.html#E.) |
|  | Provide a candidate response or inform the unit administrator of no response (candidate has 5 business days from receipt of reports) | Oct 6 | [FSH 3500 E-3 b.](https://www.webpages.uidaho.edu/fsh/3500.html#E.) |

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| **PACKET PREPARER**: finalize and forward | | | |
| **Documents/To Do** | | **Deadline** | **Link/Location** |
|  | Add Unit P&T Committee report, Unit Administrator report, and candidate statement; revise bookmarks | Oct 7 | [FSH 3500 E-4;](https://www.webpages.uidaho.edu/fsh/3500.html#E.) [Checklists](https://www.uidaho.edu/provost/faculty/tenure) |
|  | Update the summary form (page 2) | Oct 7 | [FSH 3500 E-4](https://www.webpages.uidaho.edu/fsh/3500.html#E.); [Checklists](https://www.uidaho.edu/provost/faculty/tenure) |
|  | Review the packet for final submission to the college | Oct 7 | [FSH 3500 E-4](https://www.webpages.uidaho.edu/fsh/3500.html#E.); [Checklists](https://www.uidaho.edu/provost/faculty/tenure) |
|  | Forward the packet to the dean’s office | Oct 7 | [FSH 3500 E-4](https://www.webpages.uidaho.edu/fsh/3500.html#E.); [Checklists](https://www.uidaho.edu/provost/faculty/tenure) |