

**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) |