

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

(Note: For faculty with “Scholarship and Creative Activities” expectations. See [FSH 3500 D-2.e](https://www.webpages.uidaho.edu/fsh/3500.html#D.) for details.)

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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 current CV on UI template (may not be revised after submission) | Aug 1 | Must use UI template |
|  | Submit Candidate Statements: Context Statement and Personal Statement of Accomplishments | Aug 1 | [FSH 3500 D-1.b](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Submit Evidence of Accomplishment (optional) | Aug 1 | [FSH 3500 D-1.c](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Submit Teaching Effectiveness supplement (optional) | Aug 1 | [FSH 3500 D-2.c](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.) |
|  | Collect materials from the candidate (see list above) | Aug 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 | Aug 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 | Aug 1 | PeopleAdmin or Dean’s office |
|  | 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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| **PACKET PREPARER**: assemble the packet | | | |
| **Documents/To Do** | | **Deadline** | **Link/Location** |
|  | Using the Checklist for Packet Prep available from the Provost’s office, assemble the elements of the packet | Aug 10 | [Checklist](https://www.uidaho.edu/provost/faculty/tenure) |
|  | Bookmark the elements in the packet | Aug 10 | [Checklist](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 17 | [FSH 3500 D-3](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |
|  | Provide Dossier to the faculty member to review | August 17 | [FSH 3500 D-3](https://www.webpages.uidaho.edu/fsh/3500.html#D.) |

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| **CANDIDATE:** finalize Dossier | | | |
| **Documents/To Do** | | **Deadline** | **Link/Location** |
|  | 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:** finalize Dossier | | | |
| **Documents/To Do** | | **Deadline** | **Link/Location** |
|  | 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) |