

Guidelines for Promotion and Tenure, Department of Child, Youth and Family Studies

This document specifies standards and procedures for Promotion and Tenure within the Department of Child, Youth and Family Studies. The goal of the Promotion and Tenure process is to document and recognize excellence and to support academic freedom. Through the promotion and tenure process, the University makes a commitment to faculty members who have demonstrated excellence, and this commitment affords the opportunity to engage in scholarly activities requiring greater investment of time and risk but also the potential for more significant impact and outcomes. Promotion and tenure supports scholarship that could not take place without such an investment and commitment. Because of the magnitude of the commitment of promotion and tenure, the standards for promotion and tenure provide guidelines for evaluating excellence, and for evaluating the probability of continuing excellence beyond the granting of promotion and tenure.

I. Standards for Promotion and Tenure

Candidates for promotion and tenure should demonstrate significant contributions across all categories of the appointment, and should excel in one or more area(s) of the appointment. Candidates for promotion and tenure shall be evaluated according to their appointment. Standards for excellence in teaching; research, scholarship and creative activity; outreach/cooperative extension; and professional service are delineated in the document, *Guidelines for the Evaluation of Faculty: Annual Evaluation, Promotion, and Continuous Appointment, College of Education and Human Sciences*.

II. Procedures for Annual Evaluation

Tenure-leading probationary faculty members are on a tenure track, but not yet tenured; they have an appointment for a stated period of time, usually one year. For these persons, the annual evaluation provides information concerning the faculty member's progress toward promotion and tenure. Tenure-leading probationary faculty undergo a particularly rigorous evaluation that includes a determination of whether their performance is likely to meet expectations for the indefinite future. These faculty should be evaluated annually in this manner through their sixth year. The annual evaluation communicates areas of progress and strength, and alerts the faculty member to performance deficiencies at the earliest possible time. Any concerns held by the Department Chair or the *Peer Review Committee* regarding the faculty member's performance should be clearly stated in the written evaluation. The review will include specific recommendations for improvement and professional development that will enhance the faculty member's chances of eventually achieving promotion and tenure.

The absence of negative evaluations does not guarantee the granting of tenure; annual evaluations should apprise probationary faculty members of performance deficiencies in time for them to take corrective action. Occasionally, these annual evaluation of the Chair may result in termination, and, where appropriate, terminal contracts; in these cases, notice shall be given in accord with the Board of Regents Bylaws, Section 4.4.2. The

annual evaluation also provides the opportunity to consider changes in responsibilities that reflect the strengths of the individual and the needs of the Department and the College.

III. Mid-tenure Review

Approved: December 20, 2013

Tenure-leading probationary faculty shall undergo a comprehensive Mid-tenure Review. This review typically occurs during the third year of their probationary period. The purpose of the Mid-tenure Review is to provide both summative and formative feedback to the faculty member including specific recommendations intended to position the probationary faculty member for a successful promotion and tenure review, and, thus, a successful future as a scholar. While not necessary in most circumstances, the Peer Review Committee may consult with the pre-tenure faculty member in identifying a “content expert” in the faculty member’s scholarly field. It is preferable that this content expert is from within the department, but this person may be from another unit within the university. The content expert should not assist with the writing of the Mid-tenure Review letter and must not be a signatory. If there is a need for a content expert, ideally the Peer Review Committee will identify that need prior to the Mid-tenure Review.

The Mid-tenure review file is submitted in addition to the annual report of faculty accomplishments (submitted through Activity Insight). The Mid-tenure Review file will be organized as a formal tenure file. It must contain the following:

- Current curriculum vitae
- Current job description
- Copy of each annual performance evaluation and annual Peer Review evaluation
- 1 to 2 page statement of five year goals in research, teaching, extension/outreach, and service (as applicable) and most important contributions/impacts tied to each goal
- 1 to 2 page statement of philosophy of research and scholarship and most important research/scholarship contributions
- 1 to 2 page statement of philosophy of teaching or extension and most important teaching or extension contributions (those engaged in outreach activities without an extension appointment may include a separate statement describing the philosophy and contributions in outreach)
- 1 to 2 page statement of philosophy of service and most important service contributions
- Tabled summary of teaching evaluations to-date (for those with teaching appointments)

The Mid-tenure Review file will be turned in to the Office Supervisor by no later than January 15th of the pre-tenured faculty member’s third year. Two independent evaluations occur at the Mid-tenure Review. First, after reviewing the materials, the Peer Review Committee will send a letter to the pre-tenured faculty member with a copy to the Department Chair and the faculty member’s personnel file. This letter will provide summative feedback about the faculty member’s cumulative performance and formative

feedback designed to assist the faculty member as she/he moves toward tenure, promotion and the establishment of a productive career. The letter will include a) a clear statement of the Committee's judgment about the faculty member's satisfactory progress toward tenure; b) evaluative feedback about the faculty member's work, achievements, and impacts; and c) specific recommendations intended to position the probationary faculty member for successful promotion and tenure review. On receipt of this letter, the pre-tenured faculty member can request a meeting with the Peer Review Committee to discuss the contents of the letter. This Mid-tenure Review and the resulting letter take the place of the annual peer review of the pre-tenured faculty member for that year.

Second, the Department Chair conducts an independent evaluation of the pre-tenure file and annual report of faculty accomplishments. The Chair writes a letter to the pre-tenure faculty member that both provides a clear evaluation of the faculty member's annual performance as well as evaluative feedback about the faculty member's cumulative performance since their appointment on their tenure leading line. This letter takes the place of the Chair's annual evaluation for that year and will include all the required elements necessary for the annual evaluation, including evaluation of the faculty member's overall performance using the approved annual evaluation rubric.

Both the Peer Review Committee's Mid-tenure Review letter and the Chair's Mid-tenure Review letter are included in the faculty member's promotion and tenure dossier as the annual evaluation letters of the year in which they have their mid-tenure review.

IV. Mandatory Procedures for Evaluation of Candidates for Continuous Appointment (Tenure) and Promotion

Procedures for continuous appointment (tenure) and promotion are established by the Board of Regents Bylaws and by academic tradition. The Department must also follow the policies and procedures established by the Office of Academic Affairs and/or IANR, as well as the College of Education and Human Sciences.

Effective 2014, faculty with IANR appointments (Extension and/or Agricultural Research Division) must submit an electronic copy of all promotion documents as well as the paper copy. The electronic copy will be circulated through IANR channels. The paper copy will be circulated through the CEHS channels. See Appendix A for Directions for Electronic Submission of the candidate dossier.

A. Procedures for Tenure Only

1) Tenure Notification Date

At the time the faculty member is proposed for initial appointment to a Specific Term position, the tenure notification date is established using the form *Memorandum of Understanding Regarding Tenure Decision Dates*. This form specifies any credit given to

the person as a result of previous experience. The form must be completed prior to the submission of the appointment for Board of Regents approval.

A faculty member with extensive academic experience may be offered a Continuous Appointment (Tenure) at the time of hiring, if the Department and the College decide to do so. However, approval must be obtained from the appropriate Vice Chancellor(s) and Chancellor prior to the extension of an offer involving a Continuous Appointment. Final approval of all Continuous Appointments must be given by the Board of Regents.

2) Timing of Tenure Evaluation

The tenure evaluation process must be initiated in time to be concluded prior to the tenure notification date specified in the *Memorandum of Understanding Regarding Tenure Decision Dates*. For a new faculty member without credit for prior experience, the tenure review process would normally begin with the submission of the external reviewers and in the fall term of the sixth year of appointment, with a decision made by the following May of that academic year. Notice of award of tenure or termination shall be in accord with Board of Regents Bylaws, Section 4.2.2.

For the truly exceptional faculty member, award of tenure may be considered prior to the mandatory time. Early tenure implies that a candidate has exceeded, in the shorter time period, the type of sustained high level performance that would be expected during the normal probationary period. Notwithstanding any contrary provision of these mandatory procedures for the tenure evaluation process, any faculty member who is being considered for an award of early tenure may, at his/her discretion, elect to withdraw from the tenure evaluation process without prejudice to later evaluation and consideration for award of tenure at any time.

No faculty member may be considered for tenure without his/her consent. Refusal to be considered at the mandatory time, however, is equivalent to resignation no later than at the end of the probationary period.

3) Tenure Interruption

In rare circumstances, the probationary period for tenure can be extended. The process for requesting an interruption in this probationary period is described at http://www.unl.edu/svcaa/policies/pretenure_interruptions.shtml

Request for interruption of the probationary period must be initiated in writing by the faculty member and recommended for approval by the Department Chair in consultation with the Department's Promotion and Tenure Committee. Approvals by the Dean, the appropriate Vice Chancellor(s), and the Chancellor are also required. Request must be made as soon as is reasonable under the circumstances taking into account the nature of the reason for requesting an interruption and the reason for the delay, if any, in making such request.

4) No Procedural Delays

No procedural delays by committees, entities or individuals involved in the process of review shall prevent a tenure recommendation involving notice of non-renewal from being submitted to the Board of Regents in time for its action by the appropriate deadline for notice of non-renewal. However, timely notice of non-renewal by the Board in such circumstances shall not preclude either the completion of the appropriate review process or the later submission of a different recommendation to the Board, if the results of the review so warrant.

B. Procedures for Promotion Only

1) Nominations for Promotion

Nominations for promotion may be made by any member of the faculty, including the candidate, when considered appropriate. No person, however, may be nominated without his/her consent. Nominations are submitted to the Department Chair.

2) Candidate Withdrawal of Promotion Application

At any level of the consideration process, a candidate for promotion may request that the nomination be withdrawn from further consideration, and such request shall be honored without prejudice to future attempts to secure promotion.

C. Procedures for Tenure and Promotion

1. Application Procedure

Departmental and College deadlines for the tenure and/or promotion evaluation process are adjusted annually, based upon the Campus deadlines established by the appropriate Vice Chancellor(s). The Department and College deadlines must provide adequate opportunity for due process in the consideration of an applicant's nomination, for candidate response, and time for reconsideration and appeal of adverse decisions. Nomination to the rank of Associate Professor and consideration for tenure may take place in the same year, but they are separate processes with distinct deadlines and documentation requirements. The file for tenure may also be considered the file for promotion.

2. Documentation File

Candidates are responsible for preparing a documentation file to support their nominations. It is the obligation of the Department Chair and the Dean to advise candidates as to the form and substance of a documentation file.

The only anonymous materials that can be included in the files are student evaluations. Normally these anonymous evaluations are those routinely solicited, according to Departmental or College procedures, from all students enrolled in courses taught by the

faculty member. If additional student evaluations are desirable, the process for gathering these evaluations must be described in writing and become part of the record. Documentation should be organized to comply with instructions from the appropriate Vice Chancellor(s).

The recommendations from each review become a part of the file.

The content of a documentation file, and the emphasis to be given various components of the file, may vary from discipline to discipline. The emphasis to be given various components of the file should reflect the individual's assignment. Except as provided in the following section on "External Reviews," the candidate is entitled to access all materials in the file. The candidate is entitled to know the identity of everyone who reviews the file. Anyone with relevant information (i.e., an award or distinction recently received, a manuscript just accepted for publication in a refereed journal) for inclusion into the file may proffer that information at any level of consideration to the person responsible for conducting the review (i.e., Chair of the Committee, Administrative official). That person (i.e., Chair of the Committee, Administrative official), after review of relevant policies and procedures shall determine, after consultation with the candidate, whether to include the material. The candidate must be informed of the content and source of any substantive new evidence to be added to the existing file. The candidate has a right to review, object to, and respond in writing to any such added material, with the response becoming a part of the documentation file.

3. External Reviews

Outside reviews will be solicited by the Department Chair. At least three external reviews must be obtained for each candidate. The faculty member is entitled to know how, and by whom, the panel of potential reviewers is to be identified and selected. Every reasonable effort must be made to assure that the external reviewers represent an appropriate subset of peers. A candidate shall have the opportunity to propose names of possible external reviewers and object to the inclusion of other external reviewers, but the final identification of the reviewers remains the responsibility of the Department Chair, who will seek input from the candidate, the candidate's peers in the department, and members of the Promotion and Tenure committee. The list of reviewers will be supplemented by the Department Chair, the candidate's peers, and members of the Promotion and Tenure committee so that approximately half of the potential reviewers are nominated by the candidate and approximately half are nominated by others. Criteria for determining appropriateness of reviewers may include, for example, the presence of personal or professional conflict in the relationship between the candidate and a potential reviewer, or if the reviewer does not have the necessary expertise in the candidate's field. The faculty member also has the right, unless waived, to have a copy of any review received and to append a written response to each copy of the review that is to be used for evaluation purposes.

The candidate shall commence the process of selecting external reviewers by submitting a list of possible reviewers to the Department Chair by March 1st the year prior to

submission of the documentation file. The list of possible reviewers should be comprised of peers who reflect the candidate's appointed responsibilities and discipline. Potential reviewers must hold a rank at or above that to which the candidate aspires, and should hold appointments at institutions that are comparable to the University of Nebraska and appropriate for the faculty member's appointment. Potential reviewers must not include people with whom there may be a conflict of interest, such as faculty advisors or advisees, or persons with whom the faculty member has worked closely. Potential reviewers may be individuals with whom the candidate has had no relationship, or with whom the candidate is an acquaintance or has served in a professional relationship with the candidate (for example, on a committee of a national or regional organization). It is highly recommended that candidates begin to think about potential appropriate reviewers prior to the year of their promotion and/or tenure review.

A candidate may waive the right to access external reviews and/or the right to know the identity of external reviewers. Such waivers shall not be assumed, implied, or coerced, and must be executed in writing prior to solicitation of outside reviews. The waiver form is available from the Department Chair and is found at http://www.unl.edu/svcaa/documents/waiver_statement.pdf. The scope of the waiver shall be clearly indicated in writing prior to solicitation of external reviews. A copy of any waiver executed by a faculty member shall become a part of the file. Any letter soliciting an external review shall inform the potential reviewer of the extent to which the contents of the review or the identity of the reviewer will be known to the candidate. In soliciting external reviews, the Department expresses its confidence in the professionalism of those whose judgment is sought. External reviewers should be provided with copies of appropriate Promotion and Tenure guidelines when the recommendation letter is requested. Peers and administrators must assess and weigh the content of external reviews within the context in which they were provided, a context that includes the extent to which those reviews are confidential. A review may not, however, be routinely or automatically discounted simply because a candidate chooses not to waive either the right to access the reviews or the right to know the identity of the reviewers.

4. File Preparation Assistance

A candidate may request a colleague to assist in preparing appropriate documentation. Both the candidate and the adviser should be aware of the potential conflict of interest that may arise should the adviser be required to vote on the nomination later in the process. An agreement to provide counsel and advice to a candidate does not imply a commitment to support the candidate's nomination. *Sample document files of faculty who have been promoted and granted tenure are available in the CEHS Dean's Office.*

Pretenure faculty members are encouraged to attend the meetings of the CEHS pretenure group, where file preparation is discussed. It is recommended that the candidate meet with senior faculty and/or the Peer Review Committee to review their file materials prior to submitting them to the Promotion and Tenure Committee.

5. Chair of Department Promotion and Tenure Committee Responsibilities

The Chair of the Department's Promotion and Tenure Committee will be elected by the Promotion and Tenure Committee. This election will occur at the end of the Spring Semester in the year prior to their service in this role. The Chair of the Department's Promotion and Tenure Committee is responsible for assuring that all appropriate promotion and tenure procedures are followed. The Chair of the Department's Promotion and Tenure Committee convenes the Promotion and Tenure Committee, comprised of all tenured faculty who hold rank equal to or higher than that to which the candidate aspires, with the charge to review the candidate's documentation and to make a recommendation to the Department Chair based on a paper ballot vote taken after discussion is complete. Tenured faculty shall vote on the tenure recommendation, and promoted faculty shall vote on the promotion recommendation. The Chair of the Promotion and Tenure Committee shall convene no later than the second week of September, in order to allow time for the committee to submit a recommendation to the Department Chair, for an appeal, if necessary, and for the Department Chair to submit a recommendation to the Dean by October 1.

The Chair of the Promotion and Tenure Committee shall set the context for discussion of the candidate's documentation by reviewing the candidate's appointment and responsibilities, criteria for promotion and tenure, and the procedures to be followed during the meeting.

The Chair of the Department's Promotion and Tenure Committee is responsible for ensuring that the discussion at the meeting considers only the content of the candidate's documentation. New material of such a substantive nature as to adversely affect the decision shall not be introduced at any meeting unless the candidate is given the opportunity to respond. It is the responsibility of the *Chair of the Promotion and Tenure Committee* to make the necessary judgments concerning the substantive nature of any new material, to convey new information to the person being evaluated, and, if necessary, to delay the vote or decision until the person has had the opportunity to respond. However, the process must be completed so as to comply with submission deadlines to the next level of consideration.

6. Department Promotion and Tenure Committee Procedures and Recommendation

All members of the Department Promotion and Tenure Committee shall be given the opportunity to thoroughly review the candidate's documentation prior to the committee meeting. Members are responsible for fairly and completely reviewing all sections of the candidate's documentation and considering the evidence of accomplishments in relation to the candidate's appointment. The Department Office Supervisor is responsible for the custody of the candidate's documentation, which may not leave the building and must be kept confidential. Arrangements will be made for Promotion and Tenure committee members on other campuses to review candidate files in a way that maintains

confidentiality. Committee members shall make a request to the Department Office Supervisor to review the documentation.

Members of the College Promotion and Tenure Committee should participate in discussion and deliberation during the Department Promotion and Tenure Committee meeting, but should recuse themselves from voting on the candidate at the Department level. These individuals should be prepared to vote on the candidate(s) at the College Promotion and Tenure Committee meetings. Individuals who are themselves applying for promotion should not be on the Departmental or College Promotion and Tenure Committees in the year that they are being considered for promotion.

The Department Chair will not be a member or participate in the deliberations of the Department Promotion and Tenure Committee. The Committee may request that the Department Chair clarify questions that arise. The Department Chair later will make an independent recommendation regarding tenure or promotion. Under all circumstances, the Department Chair shall have the opportunity to meet with the committee to discuss its recommendations.

The discussion at all meetings shall be free and candid, and shall be based only on material in the file. All discussions will be confidential. New material of such a substantive nature as to adversely affect the decision shall not be introduced at any meeting unless the candidate is given an opportunity to respond (see Chair of Department Promotion and Tenure Committee Responsibilities, above). At the conclusion of deliberation, the Chair of the Department Promotion and Tenure Committee will call for separate votes on promotion and/or tenure, as applicable. A paper ballot vote shall be cast for each application decision to be made, and the results of each vote shall be verified by two members of the committee. Any faculty member who is out of town can be connected via telephone or video conference. Faculty members participating in deliberations via telephone or videoconference shall vote by indicating which of two envelopes with paper ballots on the table (noted as A and B, but without reference to the contents) should be counted. These envelopes will be prepared before the meeting by the Office Supervisor in consult with the faculty members participating by telephone or videoconference. The department will make every reasonable effort to ensure that all eligible faculty members can vote.

A quorum will be comprised of two thirds of faculty members eligible to vote. Eligible faculty members are tenured and are of the specified rank. Faculty on developmental leave may be excluded from the quorum requirement. An absent faculty member may designate a proxy. Before a proxy is designated, the faculty member is obligated to thoroughly review the Candidate file(s) and convey his or her votes to the designated proxy. Under no circumstance may a vote be taken in a meeting in which fewer than 50% of the eligible faculty are present to discuss the candidates materials. A quorum is needed (including proxy votes) for any action to be made.

The recommendation, including a synopsis of the discussion and the vote of the committee, are transmitted in writing to the Department Chair and to the candidate. All

candidates must be informed of the outcome of the Department Promotion and Tenure Committee's evaluation at the same time. Likewise, all candidates submitting their materials for promotion to a higher rank must be informed of the outcome of the Department Promotion and Tenure Committee's evaluation at the same time, although the time could be different for those applying for Associate Professor than for those applying for Professor.

7. Negative Decisions and Appeal Process

If at any point in the process, the candidate is not recommended for tenure or promotion by either the appropriate faculty committee or responsible administrator, the candidate must be notified of that negative recommendation and must be informed of the right to request reconsideration of the decision as provided in the Board of Regents Bylaws, Section 4.8(a). The candidate must inform the committee or administrator not recommending tenure in writing of his/her intent to request reconsideration/appeal of the decision within two working days after receipt of notification of a negative recommendation. The candidate will have five working days after the initial notification of a negative recommendation to prepare the reconsideration/appeal, which must be presented in writing. If the candidate so chooses, they can also orally present the written material to the group. The group or individual to whom the reconsideration/appeal is being made must inform the candidate of the decision within five working days after the reconsideration appeal has been presented. If reconsideration is requested, the recommendation shall not be forwarded until the reconsideration is complete. If the candidate requests a statement of reasons or requests reconsideration of a decision within these time lines, such requests will be granted as expeditiously as possible. The group or individual, to whom the reconsideration/appeal is made, must give their response in writing to the candidate and must justify the decision and any changes made in the decision. The department must schedule the review process so that any reconsideration shall be completed in time to meet established submission deadlines to the next level of consideration. The purpose of the statement of reasons is to give an unsuccessful candidate an opportunity to prepare a rebuttal argument. To allow for a meaningful opportunity to respond, the candidate must be given the opportunity to review the file. No negative recommendation shall be forwarded until the reconsideration is complete.

8. Department Chair Recommendation

Following completion of deliberations by the faculty committee, including any reconsideration of an initial decision, the department chair reviews the entire record and makes an independent recommendation that is transmitted in writing to the dean, to the candidate, and to the committee. If the department chair recommends against tenure, the candidate must be informed of the right to request reasons for the adverse recommendation, and request reconsideration as described in the UNL Faculty Evaluation Guidelines Section VI.D.

9. Faculty Rights

If a candidate at any point in the proceedings believes that the above procedures are not being followed, several avenues are available to the candidate for redress through the governance system. The first recommended course of action is to discuss the situation with the responsible administrator. If the issue is not resolved to the satisfaction of the candidate, then an appropriate panel of the University's Academic Rights and Responsibilities Committee will be available to offer counsel and assistance in informal attempts to resolve differences. On procedural issues or on grounds of insufficient consideration, a formal grievance may be filed with the University's Academic Rights and Responsibilities Committee. If the issue involves an alleged violation of an individual's academic freedom, the University's Academic Rights and Responsibilities Committee should also be contacted.

10. Composition of the Department Promotion and Tenure Committee

The Department Promotion and Tenure Committee shall be comprised of all tenured faculty who hold rank equal to or higher than that to which the candidate aspires. For appointments involving more than one academic unit, or where the responsibilities of the candidate reside in several areas, the appropriate peer evaluation committee shall consist of colleagues, who by virtue of rank, credentials, and experience are able to make informed judgments about the candidate. In the event that a person on the committee is under consideration for promotion or tenure, s/he will not serve on the committee for that year.

Effective Date of Guidelines

This document shall become effective the academic year after the guidelines have been approved by the Department of Child, Youth and Family Studies faculty.

Applicability of Guidelines

Upon adoption, these guidelines will be applicable to all faculty holding appointments in the Department of Child, Youth and Family Studies.

Assistant Professor of Practice

Individuals appointed as Lecturers are eligible to be promoted to Assistant Professor of Practice if the person has a doctorate or relevant terminal degree and has at least five years of relevant professional experience. Expectations for promotion to the ranks of Assistant Professor of Practice will be determined relative to the duties and context of the individual's assignment.

E. Standards for Promotion to Associate Professor of Practice and Professor of Practice

The Professor of Practice position is a non-tenure track designation, with a majority proportion of time designated as teaching. The position is not subject to the 7-year limitation on length of service. Persons eligible for promotion to the ranks of Associate

Professor of Practice and Professor of Practice must have been approved for inclusion in the Professor of Practice ranks by their department, the College of Education and Human Sciences and the Senior Vice Chancellor for Academic Affairs.

Eligibility for promotion to Associate Professor of Practice and Professor of Practice is determined by the following expectations:

- 1) Excellence in academic or professional instruction and mentoring of students
- 2) Advancement of scholarship in the field and/or scholarship of teaching and learning
- 3) Leadership in providing service advancing the field of teaching and learning

1) Excellence in academic or professional instruction and mentoring of students

Promotion to Associate Professor

- Excellence in academic or professional instruction.
- Evidence that course content is (a) current, relevant, and appropriate to the discipline, (b) planned and delivered at an appropriate depth and breadth, (c) attentive to needs of diverse students, and (d) engages students in higher order thinking.
- Evidence of instructional excellence from student evaluations, portfolios, peer review, and/or student learning outcomes. Multiple processes of evaluation are encouraged.
- Evidence of effective use of innovative teaching methods.
- Documentation of self-evaluation of teaching including analysis of and response to student evaluations or peer reviews of teaching.
- Participation in continuing education or other activities to improve teaching effectiveness.
- Recognition of contributions to pedagogy or practice at the department, college, or university levels.

Promotion to Professor

- Sustained excellence in instruction as evidenced by student evaluations, portfolios, peer review, and/or student learning outcomes.
- Sustained pattern of growth and professional development.
- National visibility for contributions to pedagogy or practice.
- Recognition of excellence in instruction by teaching awards, etc.
- Participation in the development of distance education courses, new degree/certificate programs, and/or new techniques/technology.
- Development of systematic mentoring programs for graduate teaching assistants and others aimed at instructional development and teaching improvement.
- Member or chair of undergraduate honors thesis committees, masters committees, or doctoral supervisory committees.

2) Advancement of scholarship in the field and/or scholarship of teaching and learning Promotion to Associate Professor

- Evidence of scholarship that makes a contribution to defining and/or resolving important issues within a field of education and human sciences and/or the scholarship of academic or professional instruction.
- Presentation of papers or workshops at state, regional, or national conferences.
- Participation in scholarly activity via print formats, such as newsletter articles, dissemination of course curricula or other teaching materials, review articles, journal articles, chapters, or other resources.
- Professional recognition and visibility at the local or regional level as an expert scholar within a field of education and human sciences and/or the scholarship of teaching, as evidenced by invitations, memberships, journal reviews, and other indicators of professional activity.

Promotion to Professor

- Evidence of scholarship that makes an important impact nationally or internationally on a field of education and human sciences and/or the scholarship of teaching and learning.
- Presentation of papers or workshops at national or international conferences.
- Publication of textbooks or other scholarly books or articles that are valued resources in a field of education and human sciences and/or in the scholarship of teaching.
- Professional recognition and visibility nationally and internationally as a scholar within a field of education and human sciences and/or the scholarship of teaching, as evidenced by invitations, reviews, awards, journal board memberships, and other methods of high-level professional recognition.

3) Leadership in providing service advancing the field of teaching and learning

Promotion to Associate Professor

- Effective contribution to Unit or Departmental curriculum and program development and evaluation.
- Serving as member or chair of a curriculum committee, participating in program or course development, or developing course scheduling and delivery strategies.
- Leadership in creating policy or improving the function of the Unit or Department by, for example, serving as member or chair of committees for admissions, awards, grade and retention appeals, or external advisory committees.
- Leadership in the activities and governance of state or regional professional organizations.

Promotion to Professor

- National leadership in professional activities and associations related to the improvement of teaching and learning (e.g., holding national offices in teaching related associations or special interest groups, participation in national study groups, creation or leadership of professional conferences and associations focused on new and emerging issues).
- National or international dissemination of instructional methods and/or materials.
- Service on teaching- and learning-related national review panels or advisory groups for government agencies or foundations.
- Receipt of internal or external grant funding for instruction- or training-related activities and innovations.

*Approved April 2010
Website URLs updated July 2012*

Appendix A
Promotion & Tenure File Submission Guidelines
Directions for Electronic Submission to Ag Hall for 2014

Link to SharePoint P&T site: <https://myshare.unl.edu/ianr/vc/pt>

- Each Unit has a folder. Please let Zaneta Hahn (2-2871) know if you are having trouble accessing the site and/or your folder.

NOTEBOOK SUBMISSION

- Obtain the entire Promotion and Tenure notebook in electronic form.
 - If needed, combine files into 1 PDF using Adobe Acrobat Pro. **The file must be 1 file in PDF format.**
 - Please bookmark each section. *Don't spend a lot of time on this if it is not already bookmarked. A few bookmarks at key points can save time for the Dean's, but it is not worth extensive time spent on your part. If files are combining using Adobe Pro, it should bookmark them for you.*
- Name the file as follows:
 - **Last Name, First Name PROMOTION-TENURE FILE 2014** for promotion and tenure files.
 - OR**
 - **Last Name, First Name PROMOTION FILE 2014** for only promotion files.
 - OR**
 - **Last Name, First Name TENURE FILE 2014** for only tenure files.
- Drag and drop the file into your respective unit folder.

GREEN AND/OR GOLDENROD SHEET SUBMISSION

- Obtain the Recommendation for Promotion form (previously on GREEN) and/or Recommendation for Tenure form (previously on GOLDENROD).
 - Initials for the first 2 sections need to be on the form.
- Scan the form in as a separate PDF. *Does not need to be colored, but if it is, that is fine.*
- Name the file as follows:
 - **Last Name, First Name Recommendation for Promotion GREEN** for promotion files.
 - AND/OR**
 - **Last Name, First Name Recommendation for Tenure GOLDENROD** for tenure files.
 - *If you would like to include recommendation letters from the committee and/or unit head with these, that is fine too.*
- Drag and drop the file(s) into your respective unit folder.