**College of Arts and Sciences**

**Documentation Request for Promotion for**

**PROFESSOR OF PRACTICE FACULTY**

**Some General Guidance:**

1. We need two (2) hard copies and one (1) electronic copy of the administrative notebook (which consists of the Administrative Section and the Candidate Section).
2. Take the time to proofread what was copied. Be sure that back sides of two-sided documents are copied.
3. Follow the guidelines provided for the creation of a searchable PDF (again, be sure both sides of two sided documents are scanned).
4. The Chair should include a signature for the vote report on the Transmittal Form.
5. The sections below add specifics for the format of the file. Be sure to follow the expanded guidelines.
6. **Administrative Section**

 Send two (2) hard copies of the Administrative Section, in three-ring binders with tabbed

 sections, to the Dean’s Office.

 Email the Administrative Section to ASPROMTEN@unl.edu as a searchable PDF.

A. Copy of any current departmental promotion guidelines.

(Example of format of promotion and tenure guidelines provided on A&S website)

B. Transmittal form for Professors of Practice, completed (form on A&S website).

C. Copy of letter(s) of original appointment or position description(s) and record of any changes.

 (The first document in this section should be the initial appointment letter. This section would also include any MOUs for joint appointments and subsequent modifications. If multiple documents, they should be in chronological order, oldest to newest.)

D. Copies of annual evaluation letters by Department Chair/Director **and** reappointment letters from both the Chair/Director and the College Dean.

 (Note: For jointly appointed faculty include letters from tenure home and affiliated department/program. All evaluation and reappointment letters should be placed in the file in chronological order, oldest to newest.)

E. Promotion evaluations (as applicable) in this order.

* + 1. Department Review Committee Letter

 (If there is no separate Department Review Committee, include one page with a statement that there is no such committee in the department.)

* + 1. College Promotion and Tenure Committee Letter (leave section empty)
		2. Department Chair/Director Letter

(If joint appointment, include advisory letter from affiliated program director to home department chair.)

* + 1. Dean(s) Letter (leave section empty)
		2. Peer evaluations of teaching

 (See the college policy under Analysis of Teaching Performance on A&S website.)

* + 1. External Reviews

Review letters must address promotion criteria related to instructional activity, including: contributions to advancing learning in the field, excellence in academic or professional instruction, and leadership in instructional activity that has had a significant impact on the department, college, university, or discipline.

(See college policy on External Reviews on A&S website. Note expanded guidelines on ensuring independence.)

**For promotion to Associate Professor** **of Practice,** a combination of internal and outside reviews can be used but at least half of the letters must be from reviewers outside UNL.

(Both outside and internal reviewers must meet the guidelines concerning independence.)

**For promotion to Full Professor of Practice,** outside reviews are required.

* + - 1. Sample letter soliciting evaluation

(Follow SVCAA guidelines for format of request. Avoid adding statements that could be read as biasing or misleading, such as “typical teaching duties for public land-grant universities,” “only MA program resources.”)

* + - 1. Candidate’s waiver of rights form (form on A&S website)
			2. Reviewer selection process, to include each of the following:
				1. Overview of selection process including which were nominated by faculty or candidate.
				2. Brief summary of their qualifications. Curriculum vitae for the reviewers are **not** required.

* + - 1. Original signed letters from reviewers.

(If reviews are only sent by email, please request a follow-up of an original signed hard copy. If you only have an email letter, then include copies of the email showing date, time, and addressee in a supplemental e-mail documentation tab. In other words, limit the letter section to just the letters to facilitate review.)

F. Teaching information

1. Course listing and evaluation form completed (form on A&S website).

1. **Candidate Section**

 Send two (2) hard copiesof the Candidate Section, in three-ring binders with tabbed sections, to

 the Dean’s Office.

 Email the Candidate Section to ASPROMTEN@unl.edu as a PDF.

* 1. Curriculum vitae

(Clearly note refereed or juried work; include a percentage estimate of the extent of the candidate’s contribution if collaborative.)

* 1. Candidate statements (Note: Each statement to be limited to a maximum of 5 pages)

(These should identify the portions of the candidate’s work that in the candidate’s judgment represent his or her *most significant* work, explains *why* he or she thinks this work is significant and points out what its *impact* has been or will be. The statement should reference supporting material in the Appendices.)

Candidate **must** include as ***appropriate to assignment***:

* + 1. Teaching philosophy, goals, and summary of evidence that document achievements and local and

 broader impact (1-5 pages).

* + 1. Research/Creative Activity philosophy, goals, achievements, significance and impact (1-5 pages).
		2. Outreach/Service/Administrative philosophy, goals, achievements, significance, impact at the department,

 college, university, professional and community levels (1-5 pages).

1. **Appendices**
* Only include significant and relevant information.
* Do not include any new information that is not referenced in the candidate section.
	1. Please send a single hard copy of the Appendices to the Dean’s Office in three-ring binder with tabbed sections.
	2. Evidence of quality and effectiveness of teaching
		1. *Required:*Student evaluation forms or transcripts of all written comments.
		2. *Required:* Syllabi for courses taught
		3. *If applicable:* Number of undergraduate advisees
		4. *If applicable:* Number of graduate students mentored
		5. *If applicable:* Curriculum/course development
		6. *If applicable:* SOTL activities (Scholarship of Teaching and Learning)
		7. *Optional:* Student achievements/outcomes
		8. *Optional:* Web based/distance teaching
		9. *Optional:* International activity
		10. *Optional:* Course portfolio
	3. **If applicable:** Evidence of quality of scholarly, professional and creative activity
		1. *Required:*Publications (including electronic)
		2. *If applicable:* Funded grant proposals
		3. *If applicable:* Book reviews, etc.
		4. *Optional*: Citations
		5. *Optional:* Performance/Exhibitions/Presentations
	4. **If applicable:** Evidence of the quality and significance of professional and institutional service, outreach, and/or administrative activities
		1. *Required:* Committee service (Department, College, and University)
		2. *If applicable:*  Editorships/Ad hoc Journal Reviews/Review Panels
		3. *If applicable:* Leadership in professional organizations
		4. *If applicable:* Community service related to assignment