**College of Arts and Sciences**

**Documentation Request for Tenure and/or Promotion for**

**TENURED and TENURE-TRACK 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 and tenure guidelines.

(Example of format provided on A&S website)

B. Transmittal form for Tenured or Tenure-Track Faculty, 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 and any agreements for modification of tenure clock. 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 and tenure 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 tenure 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

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

* + - 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. External 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.
      3. Original signed letters from external 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; on any co-authored work, add a percentage estimate of the extent of candidate contribution; for grants, note official role (i.e., PI, Co-PI, Co-Investigator) as well as the proportion of effort/proportion of funding on the grant.)

* 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 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. 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. Evidence of the quality and significance of professional and institutional service, outreach 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