**College of Arts and Sciences**

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

**TENURED and TENURE-TRACK FACULTY**

**Some General Guidance/Updates**

1. We now only need two copies of the administrative notebook.
2. Take the time to proofread the copy. 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. We have a new format for the initial promotion and tenure guideline section.
6. The sections below add some specific guides for the format of the file. Be sure to follow the expanded guidelines.
7. **Administrative Section**

 Send 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 new 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 **AND** copies of annual evaluation letters by Dept. Chair/Director **and** reappointment letters from both the Chair/Director and the College Dean (The first document in this section should be the initial apportionment 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.)

 (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.)

D. Promotion and tenure evaluations (as applicable) in this order

1. Internal evaluations1

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

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

c) Letter from College or Institute Committee (leave section empty)

d) Letter from Dean(s)

2. External reviews2, to be preceded by

a) Sample letter soliciting evaluation3

b) Candidate’s waiver form

c) Brief statement of how external reviewers were chosen, their qualifications and relationship to candidate (If reviews are only sent by email, please request a follow-up of an original signed hard copy. If

you only have email letter, then include copies of the email showing date, time, and addressee in a supplement e-mail documentation tab. In other words, limit the letter section to just the letters to facilitate review.)

E. Teaching information4

1. Peer evaluations of teaching

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

1. **Candidate Section**

 Send 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 referred or juried work; on any co-authored work add an estimate of the extent of candidate contribution; for grants, note official role (e.g., PI, Co-PI, Co-Investigator, as well as the proportion of effort/proportion of funding on the grant)

1. **Candidate Statement** identifying that portion of the candidate’s work that in the candidate’s judgment represents 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. This statement should reference supporting materials in the Appendices, should be at most 15 pages, and should include the sections below, as appropriate to the candidate’s apportionment. For example, a faculty member with apportionment of 40% teaching, 40% research, and 20% service might write a statement with 3-6 pages on teaching, 3-6 pages on research, and 1-3 pages on service; faculty members should adjust this guideline based on their own apportionment
	1. Teaching philosophy, goals, and summary of evidence that documents teaching achievements and local and broader impact (must be included if candidate’s apportionment includes teaching)
	2. Research/Creative Activity philosophy, goals, achievements, significance and impact (must be included if candidate’s apportionment includes research/creative activity)
	3. Service philosophy, goals, achievements, significance, impact at the department,
	college, university, professional and community levels (must be included if candidate’s apportionment includes service)
2. **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 evaluations forms or transcripts of all written comments, include summary of ratings here if not included earlier in the file.
		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 Achievement/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