

REAPPOINTMENT and PROMOTION FILES: PRACTICE FACULTY

May 2021

The table below overviews materials included in reappointment or promotion evaluations of Faculty of Practice (Assistant, Associate, and full Professors of Practice)

Data/item	Reappointment	Promotion
Transmittal form	-	reqd (a)
Letter of offer/most recent appointment	recommended	reqd
Annual evals and previous reappointment evaluations	recommended	reqd
Review comm letter (b)	recommended	reqd
Chair/Dir letter (c)	reqd	reqd
External Reviews	-	reqd
Course listing; peer evaluations	reqd	reqd
Internal reviews;	opt	opt
Vitae (d)	reqd	reqd
Statements (e) <i>Can include COVID impact statement.</i>	recommended	reqd

For more information, see: <https://cas.unl.edu/p-t-candidate-file-preparation>.

Reminder: Documents, once loaded, will remain in the RPT system. They can be moved to other tabs if needed but the system can be regarded as an archive.

Notes:

- a. Errors in transmittal form could result in major problems in review of promotion files at the EVC level.
- b. This refers to a letter of evaluation from the faculty review committee separate from any provided by the chair.
- c. The letter from the chair or director has two purposes. The first, and most important, is to provide an independent assessment of the candidate in relation to the question (reappointment or promotion); this assessment should be based upon the complete file, including the evaluation submitted by the review committee. For reappointments of not fully promoted faculty, the letter should go on to explicitly discuss progress towards promotion within each area of apportionment.

In most cases, the chair or director will attend the review committee discussion but will not take an active role. The letter should then report on the outcome of the faculty review committee discussion: electorate, how many were present, and the exact vote (yes/no/abstention) on any questions. It would be useful to describe concerns voiced (or the lack of concerns) in the review committee discussion; this is particularly important if there are there are abstentions or negative votes.

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- d. Include an updated CV with each letter of reappointment. It should include **all pertinent information** about teaching, research/creative activity, and service. Publications should be described by type (book, book chapter, articles, other), submission/publication status (e.g. published vs. accepted vs. submitted) and nature of review (peer-reviewed, non-reviewed, or other).

The vitae, along with other information in the file, should assist readers in accurately gauging the performance to date. To pick some common examples: 1) the vitae, along with the research statement, should make clear the extent of contributions within multi-author publications or multi-investigator grants (2) the vitae may interconnect the reinforce the Course Listing and the candidate's statement to give a clearer idea of classes taught and the candidate's contributions.

- e. Include statements in each area of apportionment (e.g., Research, Teaching, Service, and/or Administration). Short version: statements are the candidate's opportunity to tell their story. Sample statements are provided on the web site: <https://cas.unl.edu/p-t-candidate-file-preparation>.

A **COVID impact** statement may be included within any or all part of Statements; material related directly to COVID impact will not count against the 15-page limit. Follow the URL below for more info on statements:

<https://executivevc.unl.edu/faculty/evaluation-recognition/promotion-tenure>.