

REAPPOINTMENT and PROMOTION FILES: TENURED/TENURE-TRACK FACULTY

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As described at <https://cas.unl.edu/reappointment-guidelines>, pre-tenure faculty in the College of Arts and Sciences must undergo evaluation for reappointment in the 2nd, 3rd, 4th and (occasionally) 5th years of service. The table below overviews materials to be incorporated in files submitted for reappointment, promotion, and/or tenure. Each component as required (reqd), recommended (recomm), optional (opt), or not applicable (na). For more detail information about each area/item, see: <https://cas.unl.edu/p-t-candidate-file-preparation> and <https://cas.unl.edu/promotion-and-tenure-tab-instructions>.

Data/item	Evaluation year /necessity of described materials				
	2	3 (a)	4 (a)	5 (a)	P and/or T
Transmittal form (b)	opt	opt	reqd	reqd	reqd
Letter of offer	recomm	recomm	reqd	reqd	reqd
Annual evals	recomm	recomm	reqd	reqd	reqd
Previous reappts	na	recomm	reqd	reqd	reqd
Review comm letter (c)	opt	recomm	reqd	reqd	reqd
Chair/Director letter (d)	reqd	reqd	reqd	reqd	reqd
External reviews	na	na	na	na	reqd
Course listing/peer evaluations	recomm	recomm	reqd	reqd	reqd
Peer evals	opt	recomm	reqd	reqd	reqd
Vitae (e)	reqd	reqd	reqd	reqd	reqd
Statements (f). <i>Can include COVID impact statement</i>	opt	recomm	reqd	reqd	reqd

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

- a. With the exception of external reviews, files for 4th and 5th year reappointments must include the same materials as those submitted for evaluation of promotion and/or tenure.
- b. Errors on the transmittal form could result in major delays in reviews for Promotion or Tenure.
- c. For the 4th year and 5th year reviews and for evaluation of Promotion and/or Tenure, a separate letter of evaluation from the faculty review committee must be provided. This letter should summarize the committee's evaluation of the file and describe the outcomes of votes on the question(s) of reappointment, promotion and/or tenure. For reappointment evaluations, letters should discuss progress towards promotion and/or

tenure within each area of apportionment and describe what improvement is needed if the candidate is to be successful.

- d. 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. The letter should go on to explicitly discuss progress towards promotion within each area of apportionment and what improvement is needed if the candidate is to be successful in the evaluation for promotion.

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.

- e. 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.

- f. Statements are the candidate's opportunity to make their case and should be provided in in each area of nonzero apportionment (e.g., Research, Teaching, Service, and/or Administration). 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>.