

Promotion and Tenure Workshop

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At UNL, we are partnering with faculty for career-long success

- Faculty members bring talents, abilities, and drive.
- The academic leadership teams provide environments in which faculty can thrive.



Guiding Principles

1. Shared governance
 - Faculty involvement is integral to the P&T process.



Guiding Principles

2. Clarity in process and standards

- The promotion and tenure process across campus is governed by the document

Guidelines for the Evaluation of Faculty: Annual Evaluations, Promotion, and Tenure

(Approved by the Faculty Senate, Chancellor and chief academic officers)

- Each of the colleges and the Institute have guidelines documents that operationalize the UNL guidelines.

Guiding Principles

3. Faculty are evaluated on the work they are expected to be doing.

- Evaluation is conducted in context of apportionment and pre-defined expectations.
 - Research, Teaching, Service, Extension, Administration
 - Originally set in offer letter and/or position description
 - Can change over time by mutual agreement

Guiding Principles

1. Shared governance
2. Clarity in process and standards
3. Faculty are evaluated on the work they are expected to be doing.
4. Consistency in results
5. Candor in feedback

Guiding Principles

6. Eliminate surprises

- annual evaluations,
- pre-tenure reviews,
- formal and informal mentoring,
- periodic reviews of associate professors.

7. Recognize bias in evaluation

Tenure Clock Extensions

- Usual process
 - Faculty member requests via memo
 - Endorsements transmitted to chair, dean, vice chancellor via string of memos
 - Formal contract prepared and routed for signatures
- COVID-19 Tenure Clock Extension Request Form (no justification needed)
 - Up to two years if in TT position before June 30, 2020; one year if start date between July 1, 2020 and June 30, 2021
 - Faculty member initiates
 - Acknowledgements transmitted to chair, dean, vice chancellor via signatures on form
 - Formal contract prepared and routed for signatures

Preparing the File: The Documentation Request

- Administrative Section
 - Candidate Section
 - Appendices

Note: IANR and the Colleges may require additional information.

Administrative Section

- Transmittal form
 - Attach documentation of changes in apportionment and/or tenure review date
- Offer letter plus annual evaluations and/or reappointment letters
- Peer evaluation of teaching
- Internal and External reviews will be added later

Candidate Section

Where the candidate makes the case for tenure and promotion

- CV
 - Identify peer-reviewed contributions
 - Explain contributions in cases of collaborative work
- Candidate Statement
 - At most 15 pages total
 - One narrative or split into sections according to apportionment
 - All areas of apportionment must be addressed.
 - Tip: ration pages according to apportionment

Appendices

Lots of freedom, but only include things referenced in the candidate statement

- Examples
- Documentation

Electronic Submission

- Administrative and Candidate Sections should be submitted as a single, combined PDF document
- Appendices need not be submitted electronically
- Original electronic documents must be used whenever possible
- Scans of hard copy documents should be used only when necessary

Tips for the Year before Submitting

- Don't lose sight of the goal: long-term career success!
 - Keep doing your work. Don't let file preparation be a distraction
- Work on your candidate statement
- Get feedback on your candidate statement
- Update your CV
- Organize supporting materials
- Start thinking about waiver form and suggestions for external reviewers (depending on the waiver chosen)

Waiver Form

I waive my right to access information within my tenure and/or promotion file related to the identity of my external reviewers as follows (choose ONE of the three options below):

- I waive my right to access to any information regarding the identity of the external reviewers.
 - I waive my right to know the identity of the external reviewers, provided that I had the opportunity to propose names to the panel of potential reviewers and to object to the inclusion of others.
 - I do not waive my right to know the identity of the external reviewers.
-

I waive my right to access information within my tenure and/or promotion file related to the comments solicited from external reviewers as follows (choose ONE of the two options below):

- I waive my right to inspect written comments solicited from external reviewers.
 - I do not waive my right to inspect written comments solicited from external reviewers.
-

Reviews

- External Reviews
- Internal Reviews

External Reviews

- At least three letters required (some units require more)
 - R1, peer or aspirant peer institution, rank at least that being sought and preferably full professor
 - *Exceptions must be pre-approved in writing by dean and VC*
- The department or college solicits the reviews
 - Sample solicitations online

Stages of Internal Review

EVC Office	IANR
Department Faculty	Department Faculty
Chair/Head/Director	Chair/Head/Director
College Faculty	Dean(s)
College Dean	Council of Four IANR Deans
Executive Vice Chancellor	Vice Chancellor, IANR
Chancellor	Chancellor

Routing of Internal Reviews

At each stage, a letter is written

- Department Faculty Committee to Chair
- Chair to Dean(s)
- College Faculty Committee to Dean
(IANR skips this)
- Dean(s) to Vice Chancellor
- Vice Chancellor to Chancellor
- Chancellor to Board of Regents
(information only)

Internal Reviews

Evaluation Follows Apportionment

Each internal evaluation letter **must address all aspects** of the faculty member's responsibility:

- Each area (*teaching, research, service, extension, administration*) in which the candidate has nonzero apportionment must be addressed
- Recommendations should take the **relative weights** of the different categories into account

Internal Reviews: What happens next?

- The faculty member sees each internal review letter (possibly redacted).
- If the recommendation is negative, the faculty member can request reconsideration.
- Tenure considerations always complete the process – the chancellor makes the *decision*.
 - Unless the candidate withdraws the file (which amounts to resigning the position).
 - Exception: If the consideration is happening *before the mandatory review date* (“early tenure”), the candidate can withdraw the file without resigning the position.
- Promotion-only considerations can stop early with negative recommendations:
 - If the dean and college committee agree on a negative recommendation, the dean’s recommendation is the decision. (can appeal to the vice chancellor)
 - If the vice chancellor and any previous reviewing party agree on a negative recommendation, the vice chancellor’s recommendation is the decision. (can appeal to the chancellor).

Timeline

Colleges/departments set their own deadlines to ensure that all files are submitted to the appropriate vice chancellor's office by the appropriate deadlines.

- IANR – all files due by November 15
- EVC Office – deadlines vary depending on the college and whether tenure is involved (between January 31 and mid-March)

Chancellor's decisions communicated around March 31



CELEBRATION
OF PROMOTION & TENURE

Gala Event in Early May

Questions