

TO: Faculty of the Hixson-Lied College of Fine and Performing Arts

FROM: Chuck O'Connor, Dean

RE: Promotion and Tenure Guidelines

DATE: April 29, 2014

This letter provides guidelines to help faculty members preparing and evaluating promotion and/or tenure applications in the college. The College Executive Committee and the Chair/Directors of our academic units have reviewed it. These guidelines help faculty members develop clear and effective applications that can be understood by reviewers beyond the unit level. Faculty committees reviewing tenure and promotion applications should refer to them. Informing these recommendations are college and university by-laws and a directive from the Senior Vice-Chancellor for Academic Affairs. You can find these documents at <http://arts.unl.edu/blfpa/faculty-resources-and-bylaws>. All emphases in bold are mine.

Quality, Significance and Impact

In her memorandum to all Deans, Chairs, and Directors dated May 28, 2013, Senior Vice Chancellor Ellen Weissinger gives the following guidance: “**Each candidate must include** in their documentation a **statement identifying** that portion of their work that 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. When **external reviewers** are solicited for reviews they **should be asked** to address the quality and impact of the candidate’s work.”

Explicitness

A statement regarding what is most significant should be made explicitly by the candidate and should go beyond a mere summary of his or her many accomplishments. Both internal and external **reviewers should be able to reiterate** the faculty member’s most significant work. Finally, college by-laws instruct the department or school to “be explicit about the factors upon which recommendations are based” (HLCFPA By-laws 16.2.1.2).

Criteria

For tenure, a faculty member must attain a level of accomplishment that “not only be significant but also been sustained over a long enough period of time to **indicate likelihood of continuation** after an award of tenure” (HLCFPA By-laws 16.3.4), and “**the probability of** continued achievement and **the attainment of national or international recognition**” (HLCFPA By-laws 16.3.4.2.2).

For promotion to Associate Professor a “candidate should be an accomplished teacher, where teaching is an assigned responsibility, **have a significant record** of scholarly/creative work in keeping with the individual’s job responsibilities, and have a significant record of service” (HLCFPA By-laws 16.3.4.2.2).

Criteria for **Full Professor** goes one step further than those of Associate Professor by requiring that faculty members “merit recognition as **distinguished authorities in their field**” and “hold the professional respect of their colleagues in their discipline.” The by-laws go onto to state, “Such accomplishment is of the sort that would **merit national recognition** in appropriate arenas” (HLCFPA By-laws 16.3.4.2.3).

I hope this helps reminds us of the principles we need to keep in mind as we prepare for next year’s promotion and tenure process. As always, please feel free to contact me should you need further clarification.

Thank you.