

BYLAWS

Department of Art and Art History Hixson-Lied College of Fine and Performing Arts University of Nebraska – Lincoln

Approved by the Faculty on November 19, 2004

Hixson-Lied College of Fine and Performing Arts Mission Statement

The college nurtures creative, artistic activity and scholarship; educates students to a high level of accomplishment as artist, teachers, and scholars; and enriches the education of all students through the study of practice of the arts.

The college provides the citizens of Nebraska with opportunities to enjoy, appreciate, and participate in the arts through outreach programs. Through its creative activity, research, and exhibitions it contributes to the arts nationally and internationally.

In fulfillment of its mission, the college:

- a. provides comprehensive education programs of study in the arts at the undergraduate and graduate levels
- b. fosters creative activity and scholarly research in the arts
- c. provides professional preparation for artists, historians, theorists, and arts educators
- d. sustains a strong commitment to liberal education for all UNL students through its course offerings and special programs
- e. provides opportunities for the performance, collection, preservation, publication, and exhibition of important works
- f. develops supportive and knowledgeable audiences and patrons for the arts
- g. maintains a strong interdisciplinary and continuing education emphasis by creating comprehensive cultural and educational opportunities
- h. supports and contributes to collaborative multicultural and intercultural programs
- i. serves the entire state and region as an important artistic and cultural resource through its exhibitions, performances, and educational outreach programs
- j. provides leadership for the understanding and development of the arts in the state and nation

Department of Art & Art History

Mission Statement and Goals

As a unit of the Hixson-Lied College of Fine and Performing Arts, the Department of Art & Art History is committed to the philosophy that prospective artists and art historians must be provided with a thorough education, and practical skills for productive lives as professionals.

The department also educates students preparing for careers in art related fields and students wishing to enhance their education through art study and experiences, and serves the broader Nebraska community by providing cultural enrichment.

The specific goals of the Department of Art & Art History are as follows:

- a. To educate students for professional or academic work in art and art history to the highest degree of the students' artistic and intellectual ability,
- b. To provide an environment that is conducive to growth and development of students and ensures that all students have the opportunity to succeed,
- c. To assist all students in the development of an intellectual foundation with critical awareness of visual culture,
- d. To offer programs that keep Nebraska's best students in state, that also attract the nation's and world's best students, and that support the retention of all students.
- e. To provide access to varied and meaningful cultural experiences that enhance the quality of life for all of Nebraska's citizens through public exhibitions, publications and presentations.

Teaching, research/creative activity, and service are the traditional and primary courses of action utilized in order to accomplish these program goals. Our educational outreach and public service mission is a direct outgrowth of our teaching, research, and creative activity, and serves to enhance the quality of life and the cultural diversity of Nebraska's citizens.

1.0 NAME

The name of the organization shall be the Department of Art and Art History, University of Nebraska, Lincoln.

2.0 AFFILIATES

Units affiliated with the Department are the Eisentrager-Howard Gallery and the Art League.

3.0 GOVERNANCE

The governance of the Department consists of two entities, the faculty and the administration.

4.0 FACULTY

4.1 Powers of the faculty

The faculty of the Department is the general approving body for matters not specifically assigned to the administrators by the Board of Regents. Within the limits of federal and state law, the Bylaws of the University of Nebraska Board of Regents, the UNL Bylaws, policies established by the office of the Chancellor, the Academic Senate, and the Graduate College, the faculty shall:

- 4.1.1 establish rules for the conduct of its business.
- 4.1.2 establish committees, assign their functions and responsibilities, and choose their members.
- 4.1.3 establish and amend the Department Bylaws.
- 4.1.4 establish and regulate instructional content, including:

- 4.1.4.1 requirements for degrees (undergraduate and graduate).
- 4.1.4.2 the academic programs for majors and minors.
- 4.1.4.3 courses to be offered for credit in the Department.
- 4.1.5 consider other business brought before it by the Department, the Executive Committee, individual faculty, or other authorized persons according to procedures outlined in these Bylaws.
- 4.1.6 consider other items of broad interest to the welfare of the faculty.

4.2 Voting membership

- 4.2.1 The voting membership of the Department shall consist of faculty who hold continuous, specific term, or regular/non-temporary special appointments of 0.5 FTE or greater and who are not working toward an advanced degree at the University of Nebraska-Lincoln.
- 4.2.2 Faculty associated with more than one department shall vote in the department designated on the personnel action form as the home or tenured home department.
- 4.2.3 Faculty members in other colleges shall not be voting members unless specifically authorized by action of the faculty of the Hixson-Lied College of Fine and Performing Arts.

5.0 DEPARTMENT ADMINISTRATION

5.1 The administrative component of the Department shall include:

- 5.1.1 the Department Chair
- 5.1.2 the Department Vice Chairs
- 5.1.3 the Chair of the Graduate Committee
- 5.1.4 the Chief Undergraduate Advisor

5.2 Duties of the Department administrative component

The Department administrative component is charged with the broad responsibility of leadership for the Department, toward the broad goal of assisting the students and faculty of the Department to achieve their goals in learning, teaching, research/creative activities, and service. Specifically it deals with:

- 5.2.1 maintaining effective communication with the College and other important campus constituencies.
- 5.2.2 overseeing academic programs, to include those that are collaborative with other campus units.
- 5.2.3 providing directives for Department-wide strategic planning.
- 5.2.4 coordinating all activities pertaining to admission and advising.
- 5.2.5 facilitating governance of all Departmental affairs by the faculty.

5.3 The Chair

The Dean of the College appoints the Chair (subject to the approval of the Chancellor, President, and Board of Regents), after extensive consultation with the members of the department. The Chair's performance must be formally reviewed by the Dean every five years, and may be reviewed at any time.

The voting members of the department set departmental policy, and the general execution of that policy is the duty of the Chair. The Chair is an ex-officio member of all departmental administrative committees and presides over departmental faculty meetings.

The Chair is directly responsible to the Dean of the College for all administrative duties: hiring, appointment, reappointment, and non-reappointment to the staff; assignment of duties; scheduling of classes; administrative reports and recommendations for salaries, promotion, and tenure; for the review of the work of all members of the department; for the day-to-day administration of the department; and for fostering the development of the department and the professional development of the staff.

In these duties, the Department Executive Committee and the tenured faculty advise the Chair.

5.4 The Vice Chair(s)

The Chair may appoint a Vice Chair (or Vice Chairs) and assigns his/her duties.

5.5 The Chair of the Graduate Committee

The Chair of the Graduate Committee is appointed (subject to approval by the Chancellor and Board of

Regents) by the Dean for Graduate Studies and Research, for a five-year term, upon the recommendation of the Department Chair.

5.5.1 The Graduate Chair's duties include chairing meetings of the departmental Graduate Committee and graduate faculty, executing the business of the Graduate Committee, and recruiting graduate students. In general, the Chair of the Graduate Committee oversees business related to graduate activities, such as the application and admission process, mentoring, mediation, and advocacy. The Graduate Chair meets with graduate students at the beginning of each fall semester.

5.6 The Chief Undergraduate Adviser
The Chair appoints Chief Undergraduate Adviser. The Chief Undergraduate Adviser's duties are to oversee all undergraduate advising in the department; to counsel advisers and call meetings of advisers, as necessary, and otherwise coordinate the advising of undergraduates.

5.7 Bylaws
The Department adopts their own bylaws and procedures and in them attempt to denote, as specifically as possible, policies of the department concerning such issues as:

5.7.1 duties and responsibilities of its officers, faculty, and committees.

5.7.2 criteria for promotion and tenure.

5.7.3 conduct of departmental meetings.

5.7.4 Such bylaws must be in agreement with the Bylaws of the Board of Regents, the Bylaws of the University of Nebraska-Lincoln, and the Hixson-Lied College of Fine and Performing Arts Bylaws.

6.0 DEPARTMENT FACULTY MEETINGS

6.1 Department meetings will normally be scheduled twice per month during the academic year, or on call as determined by the Department Chair.

6.2 Presiding at meetings

6.2.1 The Chair shall preside at Department faculty meetings

6.2.2 In the absence of the Chair, the Vice shall preside

6.2.3 In the absence of the Chair or Vice Chair the faculty shall elect a representative to chair the meeting.

6.3 Secretary

6.3.1 The job of recording meeting minutes will be completed by the Department faculty rotating on an alphabetical order basis for each meeting.

6.4 A meeting of the Department faculty may be called by:

6.4.1 The Chair

6.4.2 the department Executive Committee, upon formal request to the Chair.

6.4.3 a written request by at least ten (10) of the Department's voting membership.

6.5 Notification requirements

6.5.1 A call for a meeting shall be distributed to the faculty by the Chair no less than three days before the meeting.

6.5.2 Copies of the agenda and pertinent information shall be provided with the announcement of the meeting or distributed at the meeting.

6.5.3 These requirements may be waived by a quorum in the case of an emergency meeting.

6.6 Meeting agenda

Items lay be placed on the agenda as follows:

6.6.1 by the Chair

6.6.2 by the Executive Committee

6.6.3 by a faculty member who shall submit this request in writing to the Chair

6.6.4 by action from the floor

6.7 Quorum

- 6.7.1 A quorum of at least 50% of the faculty must be present before any business can be transacted.
- 6.7.2 If an item has been presented in advance at two successive meetings at which a quorum has not been present, then the membership present shall constitute a quorum for the purpose of acting on that particular item.

6.8 Mail e/mail ballots

- 6.8.1 A motion to refer an item to a mail/e-mail ballot of the faculty shall be in order after the call for the question but before the vote is taken on any substantive matter before the faculty.
- 6.8.2 A motion to have a mail/e-mail ballot shall be adopted providing twenty-five (25) percent of the members present or ten (10) members, whichever is greater, favor it.
- 6.8.3 A mail/e-mail ballot may be used only for substantive issues.
- 6.8.4 In the case of a mail/e-mail ballot, a summary of the arguments germane to the motion's issue shall be prepared by the Secretary and sent, along with the ballot, to each member of the Department faculty.

6.9 Elections

- 6.9.1 All elections, including those conducted through mail/e-mail ballots, shall be decided by majority vote of all members voting.
- 6.9.2 If a majority is not reached on the first ballot, a second balloting on the two candidates receiving the highest number of votes shall be held.

6.10 Limitations

Except when otherwise provided in these Bylaws, all procedures shall be in accord with the latest edition of Robert's Rules of Order.

7.0 DEPARTMENT COMMITTEES, LIAISON APPOINTMENTS, AND ORGANIZATIONS

All committee assignments are determined by faculty elections, or are made at the mutual agreement between the Department Chair and individual faculty or staff member. Elections are held, or appointments are made, by the second meeting of the fall semester unless otherwise noted. New terms start immediately, unless otherwise noted. All committee membership is, where feasible, on staggered terms. The Department Chair is an ex-officio member of all committees.

7.1 Department Standing and ad hoc committees

There shall be the following standing committees in the Department

- 7.1.1 Executive Committee
- 7.1.2 Curriculum Committee
- 7.1.3 Graduate Committee
- 7.1.4 Grade Appeals Committee
- 7.1.5 Scholarship Committee
- 7.1.6 Awards and Distinctions Committee
- 7.1.7 Woods Committee

There shall be the following ad hoc committees in the Department

- 7.1.8 Search Committees
- 7.1.9 Ad hoc Committees

7.2 Liaison Appointments and Organizations

- 7.2.1 Library Liaison
- 7.2.2 Art League (Student Art Organization)

8.0 COMMITTEE REGULATIONS, FUNCTIONS, AND RESPONSIBILITIES

8.1 Executive Committee

8.1.1 Membership

The Department Executive Committee consists of five faculty members, at least one of whom must be an art historian. Each committee member is elected and serves a three-year term.

- 8.1.2 Purpose
To advise the Department Chair on departmental matters, long range planning, departmental policy, and budgetary matters. To provide peer review for annual evaluations of the departmental faculty.
- 8.1.3 Duties
Members will individually review and evaluate the file of each faculty member, and directly communicate their separate recommendations to the department chair.
- 8.2 Curriculum Committee
- 8.2.1 Membership
The Curriculum Committee consists of three faculty members, at least one of whom must be an art historian. Each committee member is elected and serves a three-year term. The Department Chair appoints the Chair of the Curriculum Committee (from among the committee's membership) for a three-year term.
- 8.2.2 Purpose
To encourage, assist, and review the development of the department's Undergraduate curriculum, to advise the faculty on the adjustment of course offerings in response to changes in the disciplines of art and art history.
To review all proposals for undergraduate curriculum changes, additions, deletions, and frequency of course offerings, and to make recommendations on such proposals to the departmental faculty for their vote.
To advise the Department Chair on the coordination of multi-section courses. To advise the departmental faculty on major requirements for art and art history undergraduate majors.
To review courses periodically in response to enrollment patterns, instructor evaluations, and curricular priorities, and to recommend continuing, modifying, or dropping them accordingly.
To ensure effective communication with other departments in cases of overlapping curricular interests.
- 8.3 Graduate Committee
- 8.3.1 Membership
The Graduate Committee consists of three departmental faculty members, each of whom must be a member of the Graduate Faculty. Each Graduate Committee member is appointed by the Dean of Graduate Studies for a three-year term upon the recommendation of the Department Chair. The Chair of the Graduate Committee (additional to the three committee members) is appointed by the Dean of Graduate Studies for a five-year term upon the recommendation of the Department Chair.
- 8.3.2 Purpose
To supervise the departmental graduate program: admission, candidacy, advising, evaluation, etc.
To recommend to the Department Chair graduate courses to be offered by the department, and to keep the Curriculum Committee of the department informed about graduate course planning.
- 8.4 Grade Appeals Committee
- 8.4.1 Membership
The Grade Appeals Committee consists of three faculty members appointed by the Department Chair for indefinite terms.
- 8.4.2 Purpose
To hear student appeals in grade evaluation. The committee has the right to change a final grade given in a course offered by the Department of Art & Art History¹.
- 8.5 Scholarship Committee
- 8.5.1 Membership
The Scholarship Committee consists of three faculty members, each elected for a three-year term.
- 8.5.2 Purpose
To make determinations about the awarding of scholarships. To supervise and make recommendations to the departmental faculty as a whole on procedures for the Vreeland and Trickey Awards.

¹ See also: Bylaws of the Board of Regents, 5.3.

8.6 Awards and Distinctions Committee

8.6.1 Membership

The Awards and Distinction Committee consists of two faculty members, each elected for a four-year term. The four-year terms will be staggered (elections held every two years), and the member with the longest tenure on this committee will serve as its Chair.

8.6.2 Purpose

To inform faculty of department, college, and university honors and awards, and deadlines for applications. To recommend and/or nominate faculty and students for awards and honors and to assist in the preparation and submission of materials for such awards and honors.

8.7 Woods Committee

8.7.1 Membership

The Woods Committee consists of three members: The Department Chair, the Director of the Sheldon Museum, and one department faculty member appointed by the Chair to a two-year term.

8.7.2 Purpose

To meet and review faculty requests for Woods travel funds, and to make award recommendations to the Department Chair.

8.8 Search Committees

8.8.1 Membership

Search Committees are composed of five members elected by the faculty.

8.8.2 Purpose

To conduct searches for full time faculty positions.

8.9 Library Liaison

8.9.1 Membership:

A member of the departmental faculty is appointed by the Department Chair to an indefinite term.

8.9.2 Purpose:

To serve as liaison with the Art and Art History librarian.

8.10 Art League

8.10.1 Membership

Determined by ASUN constitution and bylaws, including one Art Department faculty volunteer.

8.10.2 Purpose

To serve undergraduate and graduate art students

8.11 ad hoc Committees

The Department Chair shall appoint ad hoc committees to deal with business not falling under the jurisdiction of existing committees. Ad hoc committees shall serve in an advisory capacity only, making recommendations to the Department Chair.

9.0 POLICY ON STUDENT CHEATING

9.1 Students are expected to be honest in all aspects of their academic work.

9.2 Academic judgments about a student's work (including questions of cheating) are the responsibility of the instructor. (Normally disagreements are resolved by means of a conference between the student and the instructor.

9.3 When a student has been judged by the instructor to have cheated the student may be given a grade of an F on that assignment by the instructor and if the work in question is the final examination or some large proportion of the work for the course, the F may be given for the whole course.

9.4 If the student disputes the instructor's finding of academic dishonesty, the matter shall be referred to the UNL Judicial Officer as required by the UNL policy on Academic Dishonesty.

- 9.5 Appeal rights of the student
 - 9.5.1 The instructor must inform a student of the right of appeal at the time the student is accused of cheating.
 - 9.5.2 If a student feels he or she is treated unjustly, the student may take the case to the Department Grading Appeals Committee.

THE INDIVIDUAL FACULTY MEMBER

10.0 RIGHTS AND RESPONSIBILITIES

10.1 Obligations

Faculty members have at least three obligations to the Department, College and University.

- 10.1.1 Obligation to the faculty/student relationship within and outside of the classroom
 - Faculty members must:
 - 10.1.1.1 competently present the material of their disciplines.
 - 10.1.1.2 be available to their students for additional direction and counsel.
 - 10.1.1.3 adhere to the pedagogical responsibilities of a faculty member as stated in the Bylaws of the Board of Regents, Chapter IV, 4.1.
- 10.1.2 Obligation to maintain professional competence by:
 - 10.1.2.1 maintaining command of developments in their fields.
 - 10.1.2.2 developing their capacities for research or creative activity in which they are professionally trained.
 - 10.1.2.3 pursuing that research or creative discipline.
- 10.1.3 Obligation to render administrative service usually through participation as follows:
 - 10.1.3.1 on committees at departmental, college and university levels.
 - 10.1.3.2 in the Academic Senate.
 - 10.1.3.3 development of new programs
 - 10.1.3.4 professional or scholarly service outside the university, etc.

10.2 Mentors for new faculty

- 10.2.1 Each faculty member on joining the Department shall be assigned a mentor.
- 10.2.2 The mission of the mentor is to help new faculty adapt to the campus setting by serving as a resource in matters concerning the Research Council and teaching grants, reappointment files, campus traditions, and university policies and politics.
- 10.2.3 Appointments
 - 10.2.3.1 Mentors shall be appointed by the Chair in consultation with the faculty.
 - 10.2.3.2 Mentors shall be chosen from the College.
 - 10.2.3.3 Mentor appointments normally shall be for one year, but longer terms are possible.

10.3 Procedures in advising

- 10.3.1 Advisers are assigned by department coordinators.
- 10.3.2 Advisers generally have two responsibilities:
 - 10.3.2.1 Counseling during the early registration period during which the faculty member seeks to help students identify courses that best correspond to their individual interests and satisfy requirements in their major and other fields.
 - 10.3.2.2 A more general advising role in which the faculty member discusses with the student his or her academic interests, talents, and personal goals.

11.0 FACULTY EVALUATION

11.1 Evaluation Entities and General Procedures

- 11.1.1 Staffing decisions concerning non-tenure-leading faculty are made by the Department Chair. This authority pertains to routine temporary and part-time appointments but not necessarily to special appointments such as those of visiting experts.
- 11.1.2 Recommendations regarding reappointment and/or promotion of tenure leading faculty are made by the faculty of the department who rank higher than the faculty member under review.
- 11.1.3 Recommendations regarding tenure are voted on only by tenured faculty members in the department.

- 11.1.4 For reappointment decisions of tenure-leading faculty, the following represents the reporting and recommendation process.
 - 11.1.4.1 Eligible voting faculty make a recommendation to the Department Chair.
 - 11.1.4.2 The Department Chair makes an independent assessment and recommendation to the Dean.
 - 11.1.5 For tenure and/or promotion decisions of tenure leading faculty, the following represents the reporting and recommendation process.
 - 11.1.5.1 Eligible voting faculty review the materials, make a recommendation, and forward the file to the Department Chair
 - 11.1.5.2 The Department Chair makes an independent assessment and recommendation.
 - 11.1.5.3 The faculty recommendation, the Department Chair's recommendation, and the file are forwarded to the Dean and the College Executive Committee.
 - 11.1.6 At every step in the process, the faculty member must be given copies of all recommendations and has the right to read and respond to any recommendation forwarded to the next level.
- 11.2 Clarity of recommendations
- 11.2.1 The Department must take care to accompany all recommendations for promotion and/or tenure with documentary support materials that are presented in a clear and readily understood format, and be explicit about the factors upon which recommendations are based.
 - 11.2.2 Vote information
 - Recommendations submitted to the Dean and the College Executive Committee must include:
 - 11.2.2.1 the vote count of the eligible voting members of the department, recording all positive votes, negative votes, and/or abstentions.
 - 11.2.2.2 an indication of the reasons for negative as well as positive votes, if there is a significant number of negative votes.
 - 11.2.2.3 Minority opinion
 - Members of the voting faculty body who differ from the majority may submit in writing to the Dean and the College Executive Committee the reasons for their dissent, provided a copy is given to the individual being considered for his/her response.
- 11.3 Criteria for evaluation
- 11.3.1 Introduction
 - Over the course of their career, faculty will be evaluated for the purposes of annual reappointment, annual performance evaluations, promotion in rank, the granting of tenure, and post-tenure review. The process of evaluation will consider each of the following three areas: teaching, research/creative activity, and service (including community outreach and administration), with consideration given to the specific apportionment of duties.
 - The foundational documents for evaluation procedures of faculty are the Bylaws of the Board of Regents, in particular Chapter IV: Rights and Responsibilities of Professional Staff (http://www.nebraska.edu/board/board_bylaws_full.html) and UNL's Guidelines for the Evaluation of Faculty (<http://www.unl.edu/svcaa/hr/tenure/tenureguide.html>).
 - 11.3.2 Terminology
 - The following terms are to be used for all stages of the review process. This is not a grading system in the standard sense, since Department expectations are high and since the faculty hiring process itself is extremely selective. It is assumed that the Department will attract and keep only meritorious, hard-working faculty members, and that new hires will maintain or raise the over-all standards of teaching, research/creative activity, and service. (H-LCFPA Bylaws REV 3.31.04 33)
 - It is important to note that these terms are to be applied to the evaluation procedure for the faculty member as appropriate at that point in his or her academic career, and based on apportionment of duties.
 - 11.3.2.1 Exceptional Performance
 - Denotes exceptionally high performance or recognition, in one or more areas, at or near the top of his or her field nationally or internationally, that likely would not be duplicated every year.
 - 11.3.2.2 Exceeds Expectations
 - Denotes superior performance or recognition, in one or more areas, exceeding the high

expectations of the department and the college that likely could be repeated in successive years.

11.3.2.3 Meets Expectations

Denotes performance, in all areas, at a level of excellence demonstrating that a faculty member is living up to the promise shown at the time he or she was hired. Thus, "meets expectations" tends to be the normal, typical, most frequent description of faculty performance.

11.3.2.4 Needs Improvement

Denotes performance, in one or more areas, that is questionable and is not consistently meeting the high standards of the college.

11.3.2.5 Unacceptable

Denotes poor performance or neglect, in one or more areas.

11.4 Scope of evaluation

It is assumed that faculty will document yearly activity in the areas of teaching, research/creative achievement and service. Some projects take more than a calendar year to complete. In fact, it is expected that post-tenure faculty may engage in more adventurous and expansive projects that may take several years to bear fruit. The annual evaluation, therefore, must look not only at the specific tangible achievements for that calendar year but consider progress on larger projects and the faculty member's articulated plan for on-going and anticipated future activity in all areas in which duties have been apportioned. Evaluations for promotion and tenure will consider the entire academic career of the candidate to that point.

11.5 Criteria for tenure and for promotion to specific ranks

11.5.1 Tenure

The Department expects faculty members to be productive over their entire careers in the three important areas of teaching, research/creative activity, and service. The College sees the interdependence of these three as fundamental and expects achievement in these three areas to carry national or international significance, as appropriate. A recommendation for tenure should be made only if the faculty member's attainment is not only significant but also has been sustained over a long enough period of time to indicate the likelihood of continuation after an award of tenure.

In order to attain tenure, faculty performance in the areas of teaching, research/creative activity and service must meet the requirements of the department and the college, and must be at a level that is commensurate with the ideals of the university. Specific criteria for describing faculty performance that meets these goals are determined by the faculty in the individual departments. However, achievement in all areas must at least meet expectations at the time of tenure.

In all but unusual circumstances, promotion of tenure eligible faculty to the rank of associate professor takes place at the same time as or before the tenure decision.

However, since the decision regarding tenure is based upon broader criteria, the two actions take place separately and require separate decisions. While it is assumed that a faculty member who has earned tenure should also have earned promotion to associate professor, promotion in rank carries no guarantee regarding the granting of tenure.

11.5.2 Promotion to specific ranks

In order to attain promotion, faculty performance in the areas of teaching, research/creative activity and service must meet the expectations of the department and must be at a level that is commensurate with the ideals of the university.

Specific criteria for describing faculty performance that meets these goals are determined by the department faculty. In respect to the terminology for evaluation, at the time of promotion to associate or full professor, achievement in all areas must, at the very least, "meet expectations."

11.5.2.1 Assistant Professor

Appointment to the rank of assistant professor signifies that a faculty member is well qualified to launch upon a full-fledged academic career. Qualifications include completion of a terminal degree or equivalent experience in the practice of the discipline. Unless the letter of appointment designates one as holding a Special Appointment pursuant to Regents Bylaws 4.4.1, assistant professors will be on both promotion and tenure tracks. In the period between appointment as an assistant professor and promotion to associate professor, terms expressed in the letter of offer, in the position description, and in the annual evaluations

provide guidance regarding professional development to the faculty member and to peers and administrators charged with judging progress toward promotion.

11.5.2.2 Associate Professor

To attain the rank of associate professor, the 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.

Time-in-rank as an assistant professor is ordinarily at least five years, and typically is six years. Earlier promotion is quite unusual and implies that a candidate has accomplished in the shorter time period what normally would be expected in the longer one.

In all but unusual circumstances, promotion of tenure eligible faculty to the rank of associate professor takes place at the same time as or before the tenure decision. However, since the decision regarding tenure is based upon broader criteria (particularly involving the probability of continued achievement and the attainment of national or international recognition), the two actions take place separately and require separate decisions. While it is assumed that a faculty member who has earned tenure should also have earned promotion to associate professor, promotion in rank carries no guarantee regarding granting of tenure. Although it is the objective of the University to have all faculty sufficiently qualified to eventually gain promotion to professor, no time limitations compel faculty to seek the highest academic rank in the University. Associate professors with tenure may stay in that rank for the duration of their careers.

11.5.2.3 Professor

The rank of professor is the highest academic rank in the University. The rank of professor is reserved for those faculty members whose achievements in research/creative activity (including pedagogy) are sufficient to merit recognition as distinguished authorities in their field and who hold the professional respect of their colleagues in their discipline.

Usually, the candidates have been awarded tenure. Although it is the objective of the University to have all faculty sufficiently qualified to eventually gain promotion to professor, no time limitations compel faculty to seek the highest academic rank in the University. Associate professors with tenure may stay in that rank for the duration of their careers.

Ordinarily, it is highly unusual for faculty to move from associate professor to professor in less than seven years.

To attain the rank of professor, most phases of the candidate's work must evince a level of sustained accomplishment. Such accomplishment is of the sort that would merit national recognition in appropriate arenas. That does not mean that the subject of the work must be of national character or scope.

The subject may well be regional or local, but the importance of the work should be sufficient to merit significant recognition.

Peers and administrators evaluating a candidate for professor should review documentation of the entire academic career to date. That record will include outside evaluations. The record of a successful candidate for professor must show evidence of sustained excellence over an extended period of time. A recommendation for promotion should be made only if the faculty member's attainment is not only of sufficient significance, but also indicates the likelihood of continuation after promotion to this rank.

11.5.3 Criteria for triggering post-tenure review

If a tenured faculty member receives an "unacceptable" evaluation for two consecutive years in the category of teaching or the category of research/creative activity, the unit administrator will initiate the post-tenure review process.

11.6 Record Keeping For Faculty Activities and Achievements

11.6.1 Records concerning each faculty member are maintained in files kept by the individual faculty member, the Department, and the College.

11.6.2 Faculty inform the Department Chair of their activities and achievements in the form of materials that will become the basis for the annual evaluation related to merit salary adjustments, and also for

evaluations concerned with reappointment and progress toward tenure, promotion, the awarding of Continuous Appointment, post-tenure review, and honors and awards for which the faculty member may be nominated.

11.6.3 Information about individual faculty activities and achievements is conveyed in three bodies of documentation that the faculty member provides. They are:

11.6.3.1 The Cumulative Faculty Record

11.6.3.1.1 This record is initiated by the faculty member upon commencing employment at the university in order to provide a continuous record of the faculty member's activities, accomplishments, and honors.

11.6.3.1.2 This record is updated and submitted yearly as part of the annual review of faculty for determining merit salary adjustments.

11.6.3.1.3 The Cumulative Faculty Record and its updates are kept on file by the College in the Dean's Office. Copies are also to be kept on file in the department or in the chair's office, and by the individual faculty member.

11.6.3.2 The annual faculty evaluation file

11.6.3.2.1 This file, maintained by the individual faculty member, is submitted yearly as part of the annual review of faculty for determining merit salary adjustments, and contains, in addition to a copy of the Cumulative Faculty Record, additional materials deemed relevant by the individual academic unit to its faculty member's remuneration and status.

11.6.3.3 The faculty career achievement file

11.6.3.3.1 The materials assembled in the annual evaluation file, including all student evaluations, shall be preserved by the faculty member and shall cumulatively form the core of the faculty career achievement file, which is the documentation provided by the faculty member for evaluations concerning reappointment, progress toward tenure, promotion, awarding Continuous Appointment, post-tenure review, and honors and awards for which the faculty member may be nominated.

11.6.3.3.2 Faculty members shall have access to all material submitted for their evaluation (except for confidential letters of evaluation when the right to review has been specifically waived by the faculty member) and the opportunity to respond in writing.

11.6.3.4 The departmental file

11.6.3.4.1 The department shall maintain a file or files on each faculty member consisting of the initial letters of offer and acceptance, memoranda of reappointment, promotion, tenure, copies of the yearly Cumulative Faculty Record and Performance Evaluation Summary, the Personnel Action Form and Personal Data Form, similar personnel documents, and any additional relevant materials.

11.6.3.4.2 Faculty members have a right to see and respond to the contents of their department file, except for confidential letters of evaluation when the right to review has been specifically waived by the faculty member.

11.6.3.5 Faculty members may petition their chair to have material removed from their departmental file.

11.7 Reappointment, Promotion and Tenure files

11.7.1 Faculty members are required to create a record of accomplishment for the purposes of reappointment, tenure and promotion.

11.7.2 Reappointment files are prepared annually by probationary faculty. They are primarily constituted from the materials that document achievement in the areas of teaching, research/creative activity, service, and outreach. The files are cumulative and must contain the appropriate documentation and executive reviews from all years leading to the tenure and promotion decision. The reappointment process is separate from that of tenure and promotion; however, untenured faculty members should be advised of the University's tenure and promotion documentation requirements when assembling their materials for reappointment each year.

11.7.3 Candidates for tenure and promotion must provide materials in accordance with the Documentation Request form that emanates from the office of the Senior Vice-Chancellor.

Although the request includes items within the following general categories, candidates must refer to the current Documentation Request form for the specific requirements and to specific guidelines described in Art Department documents.

- 11.7.3.1 Professional summary and employment history
- 11.7.3.2 Evidence of and analysis of the quality, and significance of quality and effectiveness of teaching.
- 11.7.3.3 Evidence of and analysis of the quality, and significance of scholarly, professional, and creative activity, including awards, prizes, and other noteworthy recognition.
- 11.7.3.4 Evidence of and analysis of the quality and significance of professional and institutional service, outreach activities, and related recognitions.

11.8 Rights of Access To Materials Used In Personnel Evaluations

- 11.8.1 Access to promotion and/or tenure files
Other faculty members in the candidate's department may contribute comments and other material to the candidate's file and material may be solicited from a variety of sources. For that reason, the Bylaws of the Board of Regents guarantee the individual being considered for tenure "access to all material submitted for his or her evaluation and the opportunity to respond in writing." The exception is material from external peer reviewers for which the faculty member has waived review rights.
- 11.8.2 The rights of access and written response is guaranteed by Sections 2.5.8 of the UNL Bylaws and 4.6 of the Bylaws of the University of Nebraska Board of Regents.
- 11.8.3 Faculty members being evaluated shall have the right of access to all material used to assist in any evaluations of their professional performance, with certain exceptions as noted below.
 - 11.8.3.1 Consequently, all evaluation material must be made available for the inspection of the person being evaluated.
 - 11.8.3.2 The right of access shall embrace not only factual documentation but also interpretive commentary, solicited or unsolicited, coming from any source, unless the faculty member has waived access.
 - 11.8.3.3 The primary repository of evaluation material and therefore the most notable body of data to which the access right applies is the faculty member's evaluation file. This file is compiled by Department to assist the various evaluating bodies to form annual performance evaluations and recommendations as to promotion, tenure, reappointment, non-reappointment, termination, or merit salary increase.
 - 11.8.3.4 The faculty member under evaluation shall be notified of the identities of contributors of commentary, with certain exceptions as noted below.
- 11.8.4 The person being evaluated must be notified of the identities of persons or groups to whom material used in evaluation is made available.
- 11.8.5 If separate evaluative commentary is solicited or received from individuals not through a "regular, normal process," the interpretations of this document do apply.
- 11.8.6 Anonymity
 - 11.8.6.1 Anonymous contributions shall neither be solicited nor consulted in any evaluation or review.
 - 11.8.6.2 The general prohibition against anonymity in evaluation materials shall not apply to evaluatory compilations that, though possibly including individual statements that are anonymous, emerge from groups known as a whole to the person being evaluated. Such groups include the following two instances:
 - 11.8.6.2.1 student evaluations of faculty teaching performance, when they are collected through a regular, normal process either required or facilitated by a unit of UNL; and
 - 11.8.6.2.2 evaluation of administrative performance, when the materials are collected through a regular, normal process, particularly in meeting the requirements of the UNL Bylaws, Section 2.3.2.1.
- 11.8.7 Rights to append written responses
 - 11.8.7.1 Opportunity must be provided to allow the person under review to attach written responses to evaluative material not exempted by waiver.

- 11.8.7.2 Access to material must be granted for an interval of time reasonably sufficient to allow for the composition of written responses, before the file becomes available to persons or groups charged to evaluate and/or recommend.
- 11.8.8 These rules are not intended to limit oral discussion in a meeting of a group charged to conduct a review and produce a recommendation, provided that:
 - 11.8.8.1 the discussion is based preponderantly upon materials already accumulated in the file.
 - 11.8.8.2 no derogatory material sufficiently substantive to affect the decision is introduced for the first time at the meeting.
- 11.8.9 It is the responsibility of the individual conducting the meeting to:
 - 11.8.9.1 make necessary judgments concerning the substantives of new material.
 - 11.8.9.2 divulge to the person being evaluated any new material offered to the evaluating group.
 - 11.8.9.3 make sure that the person under scrutiny has opportunity to respond to new material, if necessary, by delaying the vote or decision.
- 11.8.10 A synopsis of discussion at such a meeting is given to the person being evaluated.
- 11.8.11 These rules are not intended to restrict the right of any evaluating group to vote its recommendation by secret ballot.
- 11.8.12 Waiver options
 - 11.8.12.1 A person under evaluation may waive any or all rights of access to:
 - 11.8.12.1.1 any information or materials accumulated for a review file.
 - 11.8.12.1.2 any portions of said information or materials.
 - 11.8.12.1.3 knowledge of the identity of any or all informants. For example, a person under evaluation may:
 - 11.8.12.1.3.1 waive the right to inspect written comments solicited from outside peer reviewers.
 - 11.8.12.1.3.2 claim the right to inspect the reviews but waive the right to know the identity of the reviewers.
 - 11.8.12.1.3.3 waive the right to know the identity of student evaluators.
 - 11.8.12.2 Waivers shall be:
 - 11.8.12.2.1 attached to the file.
 - 11.8.12.2.2 written specifically, clearly indicating what portion of a document is included in the waiver.
 - 11.8.12.2.3 executed prior to the solicitation or accumulation of material.
 - 11.8.12.2.4 submitted voluntarily.
 - 11.8.12.3 It is forbidden to coerce staff members into executing waivers, either directly or indirectly. Waivers must not be required, neither by request of the person or persons conducting the review nor by the establishment of unit policies or procedures that require or assume the granting of waivers.
- 11.8.13 Notification to contributors of rights of access
 - 11.8.13.1 Individuals invited or required to contribute to an evaluation file must be notified, prior to handing over their material, of the rights of access and inspection and/or of any waivers of those rights that have been executed.
 - 11.8.13.2 This right to be notified shall be granted all persons contributing material -- students, colleagues, supervisors, and committees within the university as well as peer reviewers solicited from the university.
- 11.8.14 Exceptions to the rule of rights of access
 - 11.8.14.1 These regulations and the relevant Bylaws sections shall not apply in the case of a current university staff member becoming a candidate for another position within the university. The rights of access to materials accumulated in behalf of candidacy shall be the same for all a position's candidates and shall be rendered neither more nor less restrictive for university employees than for external candidates.
 - 11.8.14.2 Pledges of confidentiality granted by the university and duly constituted university officials prior to these interpretations of Bylaw provisions shall not be rescinded even if they violate the current interpretations. (Retroactive application of interpretations of Bylaw text would surely compel the university to violate pledges of confidentiality made in good faith.

Undoubtedly, university records contain material the collection of which was accompanied by promises of confidentiality sanctioned by Bylaw interpretations previous to those of this document. The old pledges should be honored; recommendations derived according to past procedures should not be rescinded; no effort should be made to "purge" files retroactively.)

- 11.8.15 Resolutions of disputes about staffing recommendations shall be adjudicated individually by the appropriate supervisor, each on its own merits.
- 11.8.16 The provisions of Section 2.5.4 of the UNL Bylaws shall not diminish the availability of material to persons or groups legitimately charged with the responsibility to review files and to participate in consultation leading to recommendations for personnel actions.

11.9 Assessment of Teaching

The faculty believe that a variety of techniques and materials are important in the appraisal of teaching effectiveness.

11.9.1 Student evaluations

- 11.9.1.1 Evaluations by students shall be administered in every course of a faculty member's regular teaching load, every semester, except as indicated in 11.9.1.2 and 11.9.1.3. These will be used to assess the quality of the courses including the quality of a faculty member's teaching.
- 11.9.1.2 Evaluations of courses that do not contribute to the faculty member's teaching load credit are not required, for example, dissertation hours, distance education courses, individual research, or individual reading courses.
- 11.9.1.3 While graduate students are to have the opportunity to evaluate their formal courses, the Department unit is allowed to modify evaluation mechanisms to take into account differences between undergraduate and graduate instructional procedures.
- 11.9.1.4 The Department is free to devise whatever evaluation form it deems appropriate, provided that the form includes questions calling for response to the following topics:
 - 11.9.1.4.1 The instructor's handling of the class, for example:
 - 11.9.1.4.1.1 Were the course requirements made clear?
 - 11.9.1.4.1.2 Was the instructor in the class during the scheduled class times?
 - 11.9.1.4.1.3 Was there an opportunity (keeping in mind class size) for questions?
 - 11.9.1.4.1.4 Were the examinations related to topics covered in the classroom, or studio, and in reading assignments?
 - 11.9.1.4.1.5 Were exams, projects, and papers returned in a reasonable time?
 - 11.9.1.4.2 The instructor's skill in communication, for example:
 - 11.9.1.4.2.1 If the class was primarily lecture, were the lectures clear and well organized?
 - 11.9.1.4.2.2 If the class was primarily discussion, were the discussions focused and well-guided?
 - 11.9.1.4.2.3 Was the instructor enthusiastic about the subject?
 - 11.9.1.4.2.4 Was the instructor helpful in clarifying problems or difficult points?
 - 11.9.1.4.2.5 Were answers to questions to the point and understandable?
 - 11.9.1.4.2.6 Was the use of instructional equipment appropriate for the subject matter?
 - 11.9.1.4.3 the student's perception of the extent of the learning experience
 - 11.9.1.4.4 the degree to which the student feels interest and thinking have been stimulated
 - 11.9.1.4.5 In December, 1993, the UNL Academic Senate passed the following resolution: "In departments where the Teaching & Learning Center evaluation form is not used, the Senate calls for each department to use a summative form that requests the student to indicate if the faculty member has treated students with fairness and respect or has discriminated against a group of students on irrelevant grounds, particularly groups that have traditionally been subject to discrimination and are listed in the Regents Bylaws, section 4.1.b., or in the Professional Ethics Statement adopted by the Academic Senate (adopted April 17, 1990). Language that addresses this resolution must be included in all department student evaluations surveys.
- 11.9.1.5 Procedure for administering pencil-and-paper student evaluations
 - 11.9.1.5.1 The instructor or a designee shall distribute the evaluation forms during a class period.

- 11.9.1.5.2 The instructor or designee shall be absent from the room while students fill out the evaluations.
- 11.9.1.5.3 Students shall always have the option to sign or not sign the evaluation forms.
- 11.9.1.5.4 A student in the class shall collect the completed evaluation forms and deliver them to the department office in a sealed envelope provided by the instructor.
- 11.9.1.5.5 The evaluations shall be provided to the instructor after final course grades have been submitted, and the instructor shall assure the students that this measure protective of their freedom of expression will be implemented.
- 11.9.1.6 Those interpreting the evaluations should give due consideration to the differing circumstances under which signed and unsigned evaluations were written.
- 11.9.1.7 Before student evaluations are given to the chairperson or director or an authorized faculty committee for review, the faculty member being evaluated shall have opportunity to append any explanations or additional information he or she may want to accompany the evaluation packet.
- 11.9.1.8 The faculty member's response should be included with the raw data for any review.
- 11.9.1.9 Once the evaluations have been used for the annual evaluation of the faculty member and/or tenure and promotion procedures, those evaluations become the property of the individual faculty member.

12.0 DEPARTMENTAL PROCEDURES FOR EVALUATION OF TENURE LEADING FACULTY FOR THE PURPOSE OF REAPPOINTMENT

- 12.1 All tenure-leading faculty are reviewed annually for the purpose of reappointment decisions. Each probationary appointment, unless specified in his/her contract, is for one year and shall carry no presumption of renewal, and will terminate at the end of stated term, according to the policies and procedures of the Bylaws of the Board of Regents, section 4.4.2.
- 12.2 Evaluation for reappointment is based on a file, assembled by the faculty member, according to the College guidelines contained in HLCFPA bylaws Section 16.5 - Reappointment, Promotion and Tenure Files. For reappointment decisions of non-tenure faculty, external peer evaluation is not required.
- 12.3 Every evaluation and recommendation must be discussed at a meeting of the eligible voting faculty (tenured faculty) in the department and two separate and independent letters of evaluation and recommendation, one from the voting faculty summarizing the evaluation meeting, and one from the Department Chair, are forwarded to the Dean and copied to the faculty member. The letter from the voting faculty must include the following information:
 - 12.3.1 the reappointment year of the faculty member being evaluated.
 - 12.3.2 the date of the eligible voting faculty's evaluative meeting in which the candidate's file is reviewed.
 - 12.3.3 the exact number of eligible voting faculty, the number of votes "for," the number of votes "against," and the number of abstentions.
 - 12.3.4 specific evaluative comments on the faculty member's teaching, research/creative activity and service.
 - 12.3.5 the action recommended by the voting faculty, the options of which are reappointment or non-reappointment.
- 12.4 The letter from the Department Chair must include the following information:
 - 12.4.1 specific evaluative comments on the faculty member's teaching, research/creative activity and service.
 - 12.4.2 the action recommended, in concurrence or disagreement with the recommendation by the voting faculty, the options of which are reappointment or non-reappointment.
- 12.5 Rules governing the evaluative comments
 - 12.5.1 As required by UNL Bylaws and Board of Regents' Policies, these comments are to make specific recommendations for improvement and professional development in teaching, scholarly and/or creative activity, and service that will enhance the faculty member's chances of eventually achieving tenure at the end of the probationary period.
 - 12.5.2 Care should be taken that a positive annual review is not understood as a promise of eventual tenure. A positive evaluation should be interpreted as a prognosis merely favorable, not binding on the part of the

university. It is important to recognize that sustained positive contributions are critical for the awarding of tenure.

- 12.5.3 As designated elsewhere in these Bylaws, comments are to be provided using a descriptive system consisting of five modifying words or phrases, see 11.3.2.

12.6 Importance of clarity in the evaluative comments

It is vital that the evaluative comments of the eligible voting faculty and the Department Chair be clear and specific, because, in addition to their decision function, they fill two informational roles. One of those roles is to provide guidance to the faculty member being evaluated of his/her progress toward tenure and/or promotion. The other role is to provide a historical context helpful to those charged with future evaluations of the faculty member's progress from year to year. The more specific and succinct the comments, the more useful they will be both to the faculty member and to subsequent evaluators. The evaluations should be specific in their discussions of creative activities and publications so that the true quality and quantity are readily understandable. In discussing teaching, it is important to include references to student evaluations used and how they were interpreted.

- 12.7 As per UNL bylaws, the Chair must make every attempt to secure votes from all faculty eligible to vote on reappointment.

- 12.8 The Dean shall make the final decision on reappointment of tenure-leading faculty.

13.0 DEPARTMENTAL PROCEDURES FOR EVALUATION OF FACULTY FOR THE PURPOSE OF GRANTING TENURE

13.1 Procedures for creating a tenure application file

The faculty member under consideration must assemble a tenure file, in accordance with the department, College, and university timelines, containing the data on which the evaluation is to be based, so that it may be studied by those charged with making the tenure judgment. Its contents should be as follows:

- 13.1.1 information contained in the faculty member's departmental personnel file and Cumulative Faculty Record.

- 13.1.2 data regarding the three areas by which tenure decisions are made: teaching, research/creative activity, and service.

- 13.2 It is the responsibility of the individual being considered to examine these materials and make sure that they are complete.

- 13.3 A recommendation for tenure should be made only if the faculty member's attainment is not only significant but also has been sustained over a long enough period of time to indicate likelihood of continuation.

- 13.4 The total period of service prior to a "continuous appointment" for a member of the faculty is described in the Bylaws of the Board of Regents, Chapter IV. 4.10. The "mandatory" evaluation for a tenure decision is the sixth year of total full-time service, as defined in the Bylaws of the Board of Regents, Section 4.10. It is possible in truly exceptional instances, for a faculty member to request consideration for the granting of tenure before the mandatory year. Through past practice, the University has indicated the granting of early tenure will be awarded only to extraordinary faculty members who have substantially exceeded the criteria for tenure.

- 13.5 The following policies are procedures to be followed in any tenure evaluation:

- 13.5.1 Every evaluation and recommendation must be discussed at a meeting of the tenured faculty in the department, and two separate and independent letters of evaluation and recommendation, one from the voting faculty summarizing the evaluation meeting, and one from the Department Chair, are forwarded to the College Executive Committee and the Dean, and copied to the faculty member. The letter from the voting faculty must include the following information:

- 13.5.1.1 the reappointment year of the faculty member being evaluated.

- 13.5.1.2 the date of the eligible voting faculty's evaluative meeting in which the candidate's file is reviewed.

- 13.5.1.3 the exact number of eligible voting faculty, the number of votes "for," the number of votes "against," and the number of abstentions.
 - 13.5.1.4 specific evaluative comments on the faculty member's teaching, research/creative activity and service.
 - 13.5.1.5 the action recommended by the voting faculty, the options of which are "for tenure" or "against tenure" or "abstention."
- 13.6 The letter from the Department Chair must include the following information:
- 13.6.1 specific evaluative comments on the faculty member's teaching, research/creative activity and service.
 - 13.6.2 the action recommended, in concurrence or disagreement with the recommendation by the voting faculty, the options of which are "for tenure" or "against tenure."
- 13.7 Rules governing the evaluative comments
- 13.7.1 As designated elsewhere in these Bylaws, comments are to be provided using a descriptive system consisting of five modifying words or phrases. See 11.3.2.
 - 13.7.2 The evaluative comments of the eligible voting faculty and the Department Chair must be clear and specific, citing clear reasons for the recommendations provided. The evaluations should be specific in their discussions of creative activities and publications so that the true quality and quantity are readily understandable. In discussing teaching, it is important to include reference to student evaluations used and how they were interpreted.
- 13.8 As per UNL Bylaws, the Department Chair must make every attempt to secure votes from all faculty eligible to vote on tenure.
- 13.9 Both evaluative letters and the faculty member's file are forwarded to the Dean and the College Executive Committee for review and recommendation.

14.0 DEPARTMENTAL PROCEDURES FOR EVALUATION OF FACULTY FOR THE PURPOSE OF PROMOTION

- 14.1 Since an application for promotion may occur without application for tenure, or after tenure is granted, this section of the bylaws is included separately.
- 14.2 As a general guideline, it is expected that faculty will remain in each rank of assistant professor and associate professor for six years while preparing for advancement. It is possible, however, for applications for "early" promotion to be considered in truly exceptional cases. In such instances, all established criteria for promotion must be met or exceeded.
- 14.3 In many instances application for promotion to associate professor and application for tenure occur at the same time. In these cases, the faculty member's file is evaluated for both simultaneously, and the evaluative letters from the eligible voting faculty and the Department Chair should speak to both issues, tenure and promotion. If it is not the mandatory year for consideration of the faculty member's tenure, it is possible for the voting faculty and/or the Department chair to recommend "for promotion" and "against tenure."
- 14.4 Procedures for creating a promotion application file.
- 14.4.1 The faculty member under consideration must assemble a promotion file containing the data on which the evaluation is to be based, so that it may be studied by the those charged with making the judgment. Its contents should be as follows:
 - 14.4.1.1 information contained in the faculty member's departmental personnel file and Cumulative Faculty Record.
 - 14.4.1.2 data regarding the three areas by which promotion decisions are made: teaching, research and/or creative activity and service.
- 14.5 It is the responsibility of the individual being considered to examine these materials and make sure that they are complete.

- 14.6 Every evaluation and recommendation must be discussed at a meeting of the eligible voting faculty (those senior in rank to the faculty member being evaluated) in the department or school and two separate and independent letters of evaluation and recommendation, one from the voting faculty summarizing the evaluation meeting, and one from the chairperson or director, are forwarded to the College Executive Committee and the Dean, and copied to the faculty member.
- 14.6.1 The letter from the voting faculty must include the following information:
- 14.6.1.1 the reappointment year of the faculty member being evaluated.
 - 14.6.1.2 the date of the eligible voting faculty's evaluative meeting in which the candidate's file is reviewed.
 - 14.6.1.3 the exact number of eligible voting faculty, the number of votes "for," the number of votes "against" and the number of abstentions.
 - 14.6.1.4 specific evaluative comments on the faculty member's teaching, research/creative activity and service.
 - 14.6.1.5 the action recommended by the voting faculty, the options of which are "for promotion" or "against promotion" or "abstention."
- 14.6.2 The letter from the Department Chair must include the following information:
- 14.6.2.1 specific evaluative comments on the faculty member's teaching, research/creative activity and service.
 - 14.6.2.2 the action recommended, in concurrence or disagreement with the recommendation by the voting faculty, the options of which are "for promotion" or "against promotion."
- 14.6.3 Rules governing the evaluative comments
- 14.6.3.1 As designated elsewhere in these Bylaws, comments are to be provided using a descriptive system consisting of five modifying words or phrases.
 - 14.6.3.2 The evaluative comments of the eligible voting faculty and the Department Chair must be clear and specific, citing clear reasons for the recommendations provided. The evaluations should be specific in their discussions of creative activities and publications so that the true quality and quantity are readily understandable. In discussing teaching, it is important to include references to student evaluations used and how they were interpreted.
- 14.6.4 As per UNL Bylaws, the Department Chair must make every attempt to secure votes from all faculty eligible to vote on promotion.
- 14.6.5 Both evaluative letters and the faculty member's file are forwarded to the Dean and the College Executive Committee for review and recommendation.

15.0 POST-TENURE REVIEW

(University of Nebraska-Lincoln Guidelines for the Evaluation of Faculty 9/30/97; amended 9/16/98)

Special Peer Review

15.1 Purpose

The special peer review process is intended to assist tenured faculty in achieving their professional goals and maximizing their contributions to the University throughout their professional careers, to provide assurance to the public that tenured faculty are accountable for their performance, and to provide continued peer involvement in the review of tenured faculty members.

15.2 Policies and Process

The Department follows the policies and processes for Post-Tenure Review detailed in the Bylaws of the Hixson-Lied College of Fine and Performing Arts (21. Post-Tenure Review) REV 3.31.04.

APPENDIX

Documentation of Teaching, Creative Activity/Research and Service

All faculty will submit documentation of their teaching, creative activity/research and service. This documentation will be used for reappointment, promotion, tenure and/or annual evaluations.

As provided in the University bylaws, faculty members have the opportunity to submit materials deemed relevant to their remuneration and status as a part of the annual review.

Faculty are encouraged to provide succinct statements and representative examples of their efforts which will both summarize and provide a context to aid assessment of quantity and quality of performance and accomplishments.

Teaching

Required documentation

Cumulative Faculty Record (Annual Review Only)

Student course evaluations and summary pages.

Optional Teaching Portfolio, may include but is not limited to the following:

A narrative statement and self assessment or list describing one's teaching efforts (e.g., curriculum development, teaching philosophy, course objectives, innovations, improvements, etc.)

An analysis of student evaluations

Examples of student work or other evidence of student performance

Course materials

Peer evaluation of teaching

Award letters describing achievements, and student acknowledgements of significant contributions

Creative Activity/Research

Required documentation

Cumulative Faculty Record (Annual Review Only)

Curriculum Vita

Optional documentation, may include but is not limited to the following:

A narrative statement or list summarizing significance and providing a context for the exhibitions, publications, grants, presentations, curatorial activities, current ongoing research, etc.

Examples of creative work and/or research such as slides, thumbnails, exhibition postcards, publications, manuscripts of scholarly talks, and digital media.

Reviews, reader's reports, letters, and awards

Service and Outreach

Required documentation

Cumulative Faculty Record (Annual Review Only)

Curriculum Vita

Optional documentation, may include but is not limited to the following:

A narrative statement or list of service activities

Recognition for service efforts (awards, letters, etc.)