

**UNIVERSITY GUIDELINES ON REAPPOINTMENT, PROMOTION
AND TENURE RECOMMENDATIONS**

Revised January 1990

INTRODUCTION

The Bylaws of the Board of Regents for the University of Nebraska System state:

Each major administrative unit of the University shall prepare written standards which shall be used in making all decisions on promotions, awarding continuous appointments and merit salary adjustments. The standards may be applicable to the entire major administrative unit, or to

REAPPOINTMENTS

Appointments for a Specific Term are commonly referred to as "tenure track" appointments. Appointments for a Specific Term shall be on the basis of either academic year or fiscal year, shall be for a term not to exceed three (3) years, and shall carry no presumption of renewal. If the administration decides not to reappoint the Unit Member holding an Appointment for a Specific Term, then written notice of nonrenewal shall be given to the Unit Member.³

Motivation for Reappointment

The rationale for making one year appointments is to afford department chairpersons and cognizant deans an opportunity to evaluate the performance and potential of new faculty members before a subsequent decision on tenure must be made. The provision of the reappointment is tantamount to a probationary period in which the faculty member can assess existing circumstances at this institution, and the University administration upon appropriate recommendations can evaluate the continued demonstration of professional competence of the individual faculty member.

Conclusion

Since the process of reappointment will eventually lead to a decision on tenure and/or promotion, it is essential that department chairpersons and deans exercise the utmost discretion in evaluating an individual for reappointment purposes. Each reappointment should be given the same scrutiny as afforded the hiring of a new faculty member. The primary determinant should be the evidence and evaluations pertinent to this basic question: How effectively does the faculty member in question contribute to the current or anticipated objectives of the department, college and university? Although

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Notice that the appointment for a specific term will not be renewed shall be given in accordance with the following standards⁴:

- (A) If the term of the appointment expires at the end of the first academic year of service, notice shall be given by an appropriate administrative officer or by the Board of Regents *on or before the ninetieth (90th) day prior to the expiration date of his/her current appointment.*
- (B) If the term of the appointment expires after two or more years of service at the University, notice shall be given by an appropriate administrative officer or by the Board of Regents twelve (12) months *prior to the expiration date of the appointment.*
- (C) Notice by an appropriate administrative officer may be signed by the dean, the Senior Vice Chancellor for Academic & Student Affairs, or the Chancellor. Notice, by action of the Board, shall be signed in the manner directed by the Board. In the absence of specific direction, said notice shall be signed by the Corporation Secretary. Notice shall be deemed to have been properly given when sent by U.S. mail by certified or registered letter, properly addressed, postage prepaid, and return receipt requested.
- (D) If written notice is not given to the appointee by the appropriate administrative officer or by The Board in the manner herein provided within the time specified, the appointment shall be extended *at least for a period of time to allow full notice of nonrenewal in accordance with the notice procedures of the Collective Bargaining Agreement 3.3.1.2.*

To encourage careful deliberation of these important decisions, recommendations *of reappointment and non-reappointment* should be forwarded to the Office of the Senior Vice Chancellor for Academic & Student Affairs. (c) 9143 -8238(e)J rg/T10_1 Tf--41(u)-40(d)8(o)4f7f32l(o)4f7f32l(o)4f7f32l(o)7(w)45(a)40(l)43(t)17(m)1

Continuous Appointment

Before continuous appointment is awarded to a member of the faculty the quality of his/her performance must be examined at the departmental, college, and university levels. However, because of the widely varying objectives and functions of academic departments within a large university, the major responsibilities in recommendation of a tenure appointment or promotion will necessarily rest with the department chairperson and dean. Rather than establish only one set of continuous appointment and promotion criteria for all departments, each department may detail and publish its criteria for recommendation for continuous appointment and/or promotion. These criteria should be approved by the Dean of the College involved and the Senior Vice Chancellor for Academic & Student Affairs.⁶ In no event should these criteria stipulate the granting of continuous appointment or promotion merely as a reward for serving on the faculty a specified number of years.

The minimum period of service before an individual can be awarded tenure shall be three years of full-time teaching (or service of professionals such as librarians and research professors) at the college or university level. At least two years of this service normally must be at the University of Nebraska at Omaha.⁷

Persons holding academic rank below Assistant Professor are *not* eligible for a continuous appointment.⁸ A continuous appointment will never be granted in the absence of substantial documentation demonstrating consistently outstanding contributions to the University with consideration given to teaching and to other professional contributions including scholarly research and other service within and outside the University. Regental policy calls for either continuous appointment or termination at the end of seven years of specific term service at the rank of instructor or above, with notice of termination in every case to be given no later than the end of the sixth year of service.⁹ The period of service required for the granting of a continuous appointment will normally approach the seven year maximum.

The educational requirement which ordinarily is expected of any person being recommended for a continuous appointment is a terminal degree as defined by the appropriate accrediting agencies in each academic field. Exceptions may arise where other qualifications clearly outweigh the lack of a terminal degree. Special considerations must be taken in academic disciplines (such as art, music, etc.) where unique experience customarily weigh.^{019 17(c)1(e)17(a)200(e)27(g)27(v)19(e)17(n)17()18(y)26(e)17(a)20(r)18()18(}

