

**Instructor to Lecturer Promotion Guidelines**  
**School of Communication**  
**Approved Fall 2024**  
(previous guidelines August 29, 2007)

Introduction

- A. The School of Communication operates under the general guidelines of the College of Communication, Fine Arts and Media (CFAM), the University of Nebraska at Omaha (UNO), and University of Nebraska Board of Regents (UNBOR). In addition, full-time faculty are members of the UNO American Association of University Professors (AAUP) bargaining unit and subject to the terms and conditions of the collective bargaining agreement (CBA) between the

[University of Nebraska at Omaha Bylaws](#)

[American University](#)

4. College of Communication, Fine Arts and Media

in this document are current as of the formal acceptance date by the CFAM  
faculty of these reappointment and promotion guidelines.

member being evaluated will recuse himself/herself/themselves from both discussions and voting.

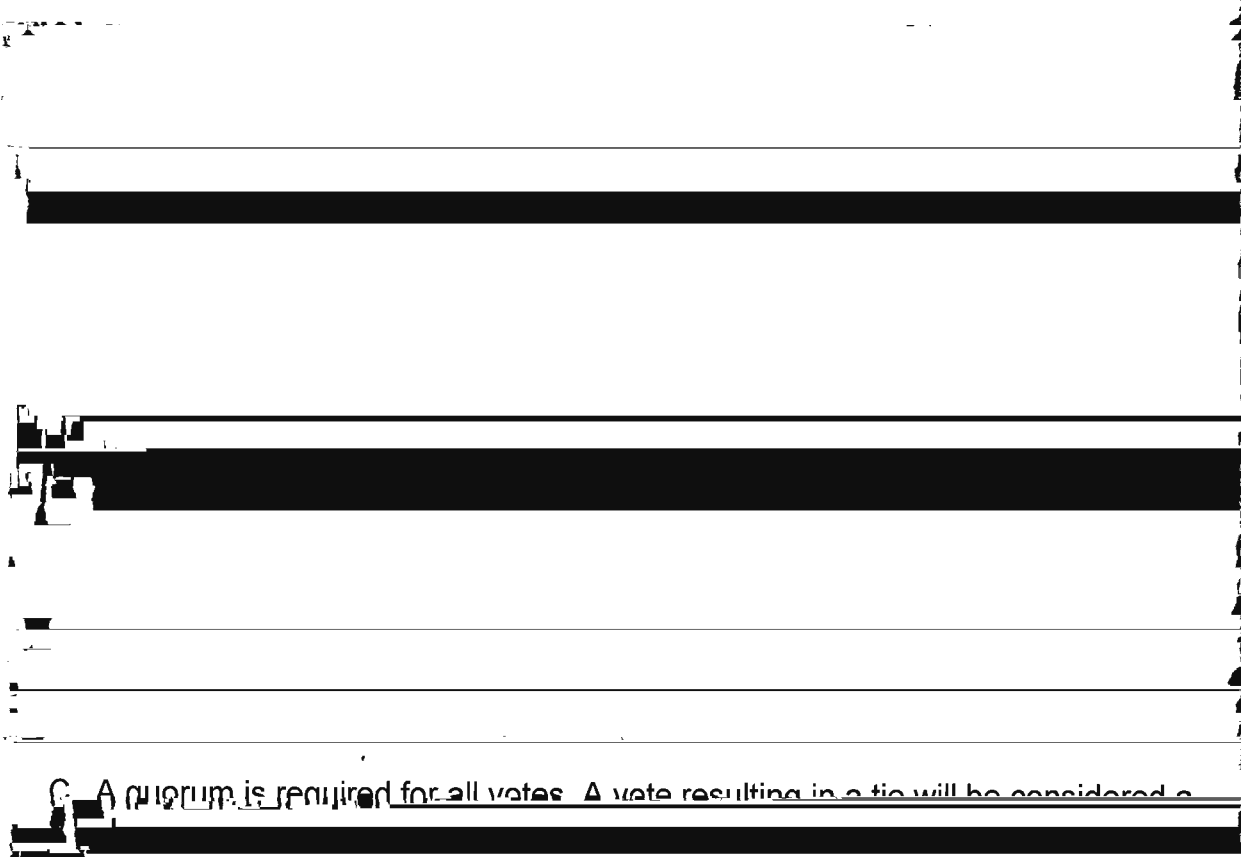
- D. The Chair of the Committee is the Chair of the School RPT/Personnel Committee.

III. Content

- A. Using a combination of Watermark and OneDrive, each applicant for promotion to Lecturer shall submit a complete dossier of materials as required by UNO policies and School guidelines. Refer to School guidelines for a detailed explanation of dossier contents and submission instructions:
  1. Introduction materials (CV, executive summary)
  2. Teaching
  3. Service
  4. Additional attachments at the discretion of the candidate (e.g., Research and Creative Activity, which is not a requirement, but may be included as evidence of excellence for the committee's consideration.)

IV. Committee Meeting Process

- A. The Chair will call a meeting of the committee as per the university timeline and will conduct the meeting.
- B. A quorum, in accordance with *Roberts Rules of Order*, is defined as a majority of the Committee members eligible to vote at that time.



C. A quorum is required for all votes. A vote resulting in a tie will be considered a

C. All discussions and voting pertaining to this Committee is strictly confidential.

[REDACTED]

H. The Committee Chair submits the Committee's letter and record of votes in each area via Digital Measures Watermark. The candidate has three days to respond.

[REDACTED]

to their recommendation. The program advances to the School Director who

- h. Teaching, mentoring, or other activities or initiatives that promote diversity, equity, access, or inclusion in support of UNO's value of inclusion.

[REDACTED]

combine teaching with community engagement and may include service-learning classes, development and/or instruction of certificate programs, learning tours, occupational licensure classes, or sharing academic expertise through media interviews, speaker's bureaus, extension

bulletins, and/or broadcasts, among other activities).

2. Service

- a. Service must go beyond routine service activities such as serving the School. It must involve a significant commitment to a variety of activities.
- b. Faculty are expected to participate in School service routinely and are expected to seek out college, university, community, and professional

[REDACTED]

Name of Candidate

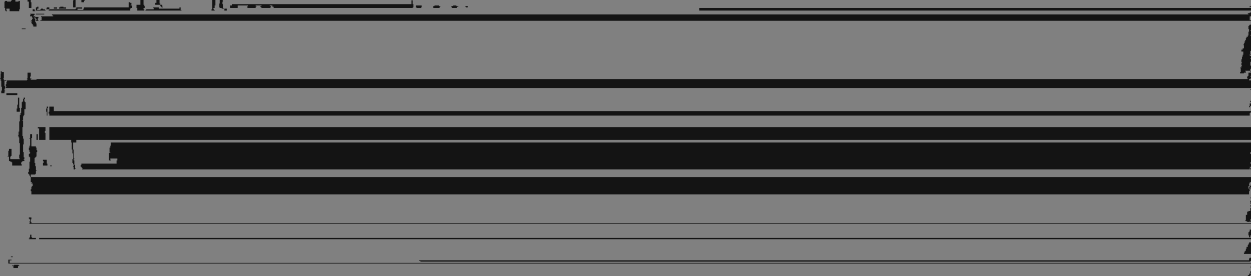


	Outstanding	Above Average	Average	Below Average
Teaching				
Service				

After consideration of teaching and service ratings, recommendation for:  
Promotion  YES  NO

Approved by the School of Communication faculty: October 30, 2024

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Michael Hilt, Dean

College of Communication, Fine Arts, and Media