Approved by the Faculty of the College of Education, May 6, 1999
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COLLEGE OF EDUCATION UNIVERSITY OF NEBRASKA AT OMAHA

GUIDELINES FOR REAPPOINTMENT, PROMOTION, AND TENURE

I. INTRODUCTION

The Board of Regents (BOR) of the University of Nebraska recognizes that teaching, research/ creative activity, and service are essential activities for university faculty and that all three are valued by the university. The allocation of faculty time to engage in these activities should reflect the role and mission of the specific campuses. As stated by the BOR, the University of Nebraska at Omaha (UNO) is a metropolitan institution committed to meeting the educational needs of the Greater Omaha Area, and with statewide responsibility for programs in selected areas. Major emphasis is on undergraduate teaching, with a diverse mix of master's degree programs combined with a small number of doctoral programs. UNO has primary responsibility for the urban-grant activities of the University of Nebraska which include integration and application of knowledge of problems of the urban community and applied research/creative activity on urban issues and greater Omaha area issues. Scholarship at UNO should emphasize tea



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from values associated with a professional culture of the college. In this sense, they are subjective.					
The element of subjectivity does not mean, however, that the evaluation process is					

Faculty must formally apply for reappointment, promotion, and tenure. Schedules of notification, application forms, and review timelines are published and distributed (electronic notification is acceptable) to all faculty in the fall semester of each academic year. Specific deadline dates are set by the Office of Academic and Student Aff0.2 (m) 0 ft by the

Levels and Progression of the COE Review of Applications for Reappointment, Promotion, and Tenure.

Application for reappointment, promotion, and/or continuous appointment submitted by the faculty member to his/her respective department/school.

Level 1 Department/School Review Committee

- Reviews application materials and formulates written comments/recommendations.
- Written comments/recommendations provided to the applicant.
- Applicant is notified that he/she has three working days to review and respond (in writing) to the written comments/recommendations.
- Any written response and additional materials to support the response provided by the applicant shall be included in the application materials before the application is forwarded to the next level of review.
- Applicant signs the signature form

Application is forwarded to the Senior Vice Chancellor for Academic and Student Affairs for a decision.

Note: At all levels, the faculty member's signature indicates examination of the comments/recommendations, not agreement with the comments/recommendations.

At all levels of review (department/school committee, department chair/school director, college committee, and Dean), faculty performance in each of the three major activity categories (teaching, research/creative activity, service) will be rated as outstanding, above average, average, below average, unsatisfactory, or not applicable. Also, at each level of review, written comments/recommendations shall be provided on department/school letterhead or college letterhead as appropriate, signed, and dated. For review committees, the chair may sign on behalf of the committee. For college review committee and academic department/school committee, names of committee members and overall committee vote must be reported on the appropriate form in the application materials.

Review Committees

For promotion to Professor, one must be judged outstanding in two of the three categories, one of which must be either teaching or research/creative activity, and at least above average in the remaining category.

This creates four possible patterns for promotion to professor.

Teaching	Research/Creative Ac	<u>Service</u>	
OS	OS	AA	
OS	AA	OS	
AA	OS	OS	
OS	OS	OS	

IV. ACTIVITY CATEGORIES AND DOCUMENTATION

This section describes the categories/activities used for preparing application materials and provides guidelines on how to organize and present materials for documenting performance. While a cumulative record of faculty I

I. TEACHING

The scholarship of teaching is a process of seeking and imparting knowledge which makes the scholarship of discovery, the scholarship of integration, and the scholarship of application meaningful. The scholarship of teaching seeks to encourage students to become critical thinkers. As indicated by the Board of Regents' Policy Statement, teaching is the first priority with special emphasis on the undergraduate student. Graduate education is also a vital part of the mission. A detailed list of categories/category details included under teaching is provided in Appendix A.

Faculty members are encouraged to provide several types of evidence of teaching. The following list illustrates recommended forms of documentation. A summary table of student evaluations of teaching must be included, but it is not to be the sole basis of judgment.

If workload hours were assigned for special projects or activities in any of the categories listed below, the workload allocation, the semester and year it was awarded, as well as the nature of the assignment shall be noted. (For example: Fall Semester 2005, 3 hours, course development. Spring Semester 2006, 3 hours, curriculum revision.)

1. Reflective Critique/Self-Assessment

Faculty shall submit a reflective critique of the scholarship of teaching that includes a discussion of teaching philosophy, teaching goals, teaching load, analysis of courses taught, course development or revision, use of technology, teaching methodologies, advising role, and impact on students. Reflect on strengths and areas of improvement in teaching and supervision. Faculty shall rate their own teaching as outstanding, above average, average, below average, or unsatisfactory and give a rationale for the rating. This rating shall appear in the last sentence of the reflective critique/self-assessment.

2. Course/Instructor Evaluations

Acceptable types of evidence are the data from the standard college/university Student Evaluation of Instruction Questionnaire. Data from course/instructor evaluations shall be reported in table format using the template provided in Appendix C. Data shall be sequential for all courses taught and shall be arranged starting with the most recent semester first. A blank copy of the student evaluation questionnaire shall be included as well as printed copies of the results from each course taught each semester and summer session, as appropriate.

Faculty members should not use students' written comments from the course evaluation forms in this section. Student comments, however, may be used in the faculty reflective critique if they are used to assist the faculty member in making a point.

Letters of testimony from students or former students should not be included unless



This may be a single project or may be part of a larger project that has components in more than one area. If part of a project that cuts across areas, please describe the portion of the project related to teaching and assign a percentage of the whole project to this are

interpretive studies, and evaluative studies. In addition, scholarly activity includes preparation of technical reports (e.g., accreditation reports), interim and final reports of grant activity, and monographs on specific topics.

Other creative work includes instructional materials such as textbooks, learning programs, and books of readings; artistic creations (dance and art); and educational hardware, software, and web sites. Instructional materials representing a new conceptual departure in the teaching of a subject or the application of an improved pedagogical process are more highly regarded than those which merely update or essentially duplicate existing materials.

Publications, presentations, and performances shall be listed following an accepted bibliographic form. The publications manual of the American Psychological Association (most recent edition) is highly recommended. In cases of joint authorship, one's role in the publication or creative work shall be clearly indicated. A single



Show all manuscripts, conference presentations, etc. that are in progress. This includes those items submitted and under review, under revision, or not yet completed. You may show anticipated submission dates. For multiple author efforts, please show expected percent of your contribution.

8. Research/Creative Activity Awards/Recognition

Indicate all nominations for awards and awards received.

9. Research/Creative Activity Grants

Describe the purposes and objectives of the research/creative activity and give particulars concerning granter, amount of grant, duration. List grants and their funding status (e.g., awarded, not funded, submitted, approved but not funded).

10. Professional Development

Please note that Research Triangle is included in this category.

III. SERVICE

This section deals with professional service activities. An important characteristic of all service in this category is its professional nature. Only activities which are directly related to the role and mission of the college, which directly assist the profession, or in which one clearly functions as a representative of the profession and/or the university shall be noted. Faculty members shall describe their service in terms of specific responsibilities and achievements.

If workload credit was assigned for special projects or activities in any of the categories listed below, the credit allocation, the semester and year it was awarded, as well as the nature of the assignment shall be noted. (For example: Fall Semester 1995, 3 hours, MOEC Task Force. Spring Semester 1996, 3 hours, AAUP Executive Committee.)

1. Reflective Critique/Self-Assessment

Write a reflective critique of service performance. This might include a discussion of such factors as time commitment, duties, and outcomes of various committees; the nature of involvement with local schools, agencies, or organizations; and the impact of the service. Reflect on strengths and areas of improvement in service activity. Faculty shall rate their own service activity as outstanding, above average, average, below average, or unsatisfactory and give a rationale for the rating. This rating shall appear in the last sentence of the reflective critique/self-assessment.

2. Service in



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APPENDIX A

B. RESEARCH AND CREATIVE ACTIVITY*

1. Reflective Critique/Self Assessment

(Required for RP&T application. Check with your department chair/school director to see if this is required by your unit for Annual Review.)

- 2. Publications*
 - 2.1 Books
 - 2.2 Reports
 - 2.3 Monographs
 - 2.4 Chapters and Section in Books or Monographs
 - 2.5 Articles in Scholarly Journals
 - 2.6 Abstract/Paper in Conference Proceedings
 - 2.7 Article in Magazines (include newsletters and bulletins)
 - 2.8 Publications for Non-Professional Audiences
 - 2.9 Instructional Materials
 - 2.10 Creative Works (includes Computer Software)
 - 2.11 Tutorials
 - 2.12 Multimedia Productions
 - 2.13 Book/educational material reviews published in professional journal
- 3. Community-Engaged Scholarship: Research/Creative Activity*
- 4. Presentations at Professional Conferences*
 - 4.1 Keynote Speaker
 - 4.2 Panel
 - 4.3 Paper
 - 4.4 Poster Session
 - 4.5 Round Table
 - 4.6 Teaching (workshop/seminar/demonstration)
- 5. Creative Activities*
 - 5.1 Choreography
 - 5.2 Compositions (e.g., music, multimedia, etc.)
 - 5.3 Design (e.g., costume, lighting, set, multimedia, etc.)
 - 5.4 Director (e.g., artistic, music, stage)
 - 5.5 Performances
 - 5.6 Exhibitions
- 6. Projects (includes: creations, inventions, etc.)
- 7. Works in Progress
- 8. Research/Creative Activity Awards/Recognition*
- 9. Research/Creative Activity Grants*
- 10. Professional Development (e.g., Research Triangles, grant writing workshop, etc.)
- * Please see RP&T Guidelines for additional information Goals and Objectives (Required for Annual Review only.)

C. SERVICE*

1. Reflective Critique/Self Assessment

(Required for RP&T application. Check with your department chair/school director to see if this is required by your unit for Annual Review.)

- 2. Service in the University
 - 2.1 Administrative Service*
 - 2.2 Assistant Director of School
 - 2.3 Center/Lab Supervisor
 - 2.4 Chair of Department
 - 2.5 Committee Chair
 - 2.6 Committee Member
 - 2.7 Director of Graduate Programs
 - 2.8 Director of School
 - 2.9 Director of Undergraduate Programs
 - 2.10 Director of Special Activities/Centers (Must be part of assigned workload)
 - 2.11 Library Liaison
 - 2.12 Other
 - 2.13 Peer Mentoring
 - 2.14 Program Review
 - 2.15 Special Assignment
 - 2.16 Special Projects
 - 2.17 Supervision of Graduate Assistants
 - 2.18 Web Site Design and/or Maintenance
- Service in the Profession*
 - 3.1 Accreditation Reviews, Educational Institutions
 - 3.2 Book/Instructional Materials Reviews for Publishing Companies
 - 3.3 Chairing a Conference Session
 - 3.4 Collaborations/Partnerships in the Community
 - 3.5 Program Coordinator of Conference
 - 3.6 Development of Conference
 - 3. 7 Editorships*
 - 3.7.1 Editor
 - 3.7.2 Assistant/Associate Editor
 - 3.7.3 Editorial Board Member
 - 3.7.4 Manuscript (ad hoc) Reviewer
 - 3.7.5 Review of Books & Educational Materials for publishers
 - 3.8 Federal Review Process (NSF, NIH, etc.)
 - 3.9 Holding Office (local, national, international)
 - 3.10 Interviewed for Media Source
 - 3.11 Jurist
 - 3.12 Membership in Professional Associations/Organizations

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- 4.8 Grant-Related Activities
- 4.9 Guest Lecturer
- 4.10 Holding Office
- 4.11 Informational Talks and Presentations
- 4.12 Instructor at Noncredit Workshops and In-service Programs
- 4.13 Interview for Media Source
- 4.14 Leadership Position in Community Organization
- 4.15 Presentation to Community Groups
- 4.16 Volunteer Work
- 4.17 Community Links
- 4.18 Other
- 5. Community-Engaged Scholarship: Service*
- 6. Service Awards
- 7. Service Grants
- 8. Professional Development*
- * Please see RP&T Guidelines for additional information Goals and Objectives (Required for Annual Review only.)