

METHODS OF EVALUATION OF PRE-TENURE FACULTY MEMBERS at the University of Nebraska-Lincoln by college:

- **College of Arts and Sciences**

One or more senior faculty members are responsible for serving as mentors for each newly hired pre-tenure faculty member. Generally, they provide advice relating to the development of the faculty member's professional career within the University and assist in the preparation of materials for annual evaluations and for the promotion and tenure review.

Each pre-tenure faculty member is evaluated for reappointment during his or her second, third, fourth, and sometime fifth year of service. The reappointment review is conducted by the tenured faculty of the department following by a review at the college level. Following the review, feedback is provided to the faculty member on his or her progress towards tenure. The file for the fourth year review is in the format of a promotion and tenure file and contains most of the same materials. The fourth year review is especially intensive and provides detailed guidance to the faculty member as she or he prepares for the tenure and promotion review during the sixth year.

- **College of Business Administration**

Pre-tenure faculty members are reviewed annually at both the department and the college levels. At the department level, both the chair and the personnel committee (in the Marketing department, the committee of tenured professors) are involved in each annual review. There is no separate more intensive third or fourth year review mandated by the college, but the department of economics has a requirement for a third year review.

The College Bylaws include the following statement, requiring direct and forthright communication by all department chairs with their faculty members regarding progress toward tenure: *6. The Department Chair will give the probationary faculty member a written analysis of his or her progress and meet with him or her to discuss his or her situation each year. The document should let the faculty member know exactly where he or she stands and what must be done to make progress toward a favorable tenure recommendation from the Department.*

The Bylaws also require review at the college level by the General Committee.

- **College of Engineering Academic Departments**

1. Biological Systems Engineering: The Promotion and Tenure Committee conducts a "progress toward tenure" review annually for all pre-tenure faculty members. This is an in-depth review by one member of the committee who then reports to the full committee before a vote is taken. The department head conducts a similar review annually and the results of

these reviews are summarized and discussed with the faculty member during the annual performance evaluation meeting.

2. Construction Systems: Pre-tenure faculty members are reviewed by a committee of senior faculty members each year.
3. Mechanical Engineering: The department's Promotion and Tenure Committee performs an annual review of all pre-tenure faculty members in the spring. The fourth year review is usually more thorough.
4. Computer Science and Engineering:
In consultation with the department chair shortly after arrival at UNL, the chair appoints at least one qualified faculty member to serve as a mentor, whose responsibilities are to meet with the faculty member on a regular basis and to help and advise the candidate through his or her pre-tenure years.

The Reappointment Committee reviews all materials in the candidate's reappointment file, meets to discuss and to vote, and produces a letter of recommendation to the college dean.

The faculty member's reappointment file must be arranged in the form of a tenure file and the fourth year reappointment file should contain most of the required promotion and tenure materials except for external review letters.

5. Chemical and Biomolecular Engineering:
To be eligible for tenure consideration, a pre-tenure faculty member must be employed by the department for three years. After three years, the pre-tenure faculty member is asked to prepare a file which documents accomplishments according to the procedures for tenure and promotion as established by the Board of Regents Bylaws and by academic tradition.

The department Promotion and Tenure Committee meets to evaluate the pre-tenure faculty member's file. If the committee agrees to recommend the pre-tenure faculty member for advancement, a letter is sent to the department chair. The chair reviews the file and, if he or she agrees to recommend the pre-tenure faculty member for advancement, a letter is sent to the Dean of the college.

6. Industrial and Management Systems Engineering: A more thorough (but not formal) review at the end of the third year has been conducted in the past.
7. Electrical Engineering: The Promotion and Tenure Committee chair organizes review/mentor teams for each pre-tenure faculty member. The department Policies and Procedures regarding the responsibilities of the Promotion and Tenure Committee state: *At the request of non-fully promoted faculty or at an interval not exceeding three years, formally review the pertinent documentation and provide advice and guidance to the candidate. A summary of recommendations from the committee must be provided to the candidate in written form.*

- **College of Education and Human Sciences**

Pre-tenure faculty members are evaluated in writing annually by the chair and separately by a committee of their peers. Evaluation results are communicated in writing to each faculty member. In addition to identifying strengths, the annual review makes specific recommendations for improvement and professional development. It also includes specific feedback regarding the individual's progress toward tenure.

Individuals whose performance is deemed satisfactory are reappointed year by year until it is time for the tenure and promotion review. Those whose performance has proven to be poor over time are not reappointed. If a negative tenure decision appears inevitable, college policies state: *It is in the best interests of both the University and the faculty member for the chairperson to notify him or her of non-reappointment at the earliest possible date.*

- **Hixson-Lied College of Fine and Performing Arts**

All pre-tenure faculty members are reviewed each year by the appropriate group of faculty peers in their respective home departments. Peer review groups consider the pre-tenure faculty member's responsibilities and apportionment of duties in all judgments concerning performance in teach, research/creative achievements, and service. In each case, peer review groups discuss the file and provide department chairs/school directors with an assessment of the faculty member's work and progress toward tenure, along with a recommendation on reappointment.

Department chairs/school directors consider the peer review group's assessment and recommendation when conducting the faculty member's annual review, and subsequently make recommendations regarding reappointment to the dean. The dean reviews all of the materials in forming the decision as to whether or not the pre-tenure faculty member should be reappointed. Tenured faculty mentors are assigned to pre-tenure faculty to serve as a resource throughout the probationary period.

- **College of Journalism and Mass Communications**

The College Promotion and Tenure Committee annually reviews portfolios submitted by pre-tenure faculty. A first year faculty member may opt to wait until the second year for a review. The portfolios contain course syllabi and evaluations, copies of papers, articles, or creative materials submitted for peer review, and evidence of campus and professional service. Each pre-tenure faculty member is given a rating of "satisfactory," "needs improvement," or "unsatisfactory" in three areas: teaching, creative/scholarly work, and service. Each rating is accompanied by comments that outline strengths and/or weaknesses. The committee's report is forwarded to the dean of the college who

meets with each pre-tenure faculty member in an evaluation session to review the committee comments.

- **College of Law**

The Guidelines for the Evaluation of Faculty for Promotion and Continuous Appointment provide that each pre-tenure College of Law faculty member will prepare a file each year to be reviewed by all relevant members of the law faculty with continuous appointments. Each year, the conclusions of the faculty are reported by the Dean to the faculty member.

The College of Law has three tenure processes, one for College of Law faculty, one for Clinical Professors of Law, and one for Law Library faculty. For College of Law faculty, the relevant faculty to review pre-tenure faculty are all current College of Law faculty with continuous appointments. For Clinical faculty, the relevant faculty to review pre-tenure faculty are all current College of Law faculty and all Clinical faculty with continuous appointments. For Law Library faculty, the relevant faculty to review pre-tenure faculty are all current College of Law faculty and all Law Library faculty with continuous appointments.

- **University Libraries**

Pre-tenure faculty members receive advice each year from a peer-review committee consisting of tenured members of the candidate's department, and one or two other tenured library faculty members. The candidate prepares documentation for the peer review. The advice from the peer review committee is included as a section the written annual evaluation of the candidate. In addition, the department chair discusses the review committee input with the candidate as part of the annual evaluation conference.