



University of Nebraska-Lincoln
Documentation Format for Promotion for
Research Faculty
(two sides to this document)

- I. Administrative Section** (to be prepared by department)
- A. Copy of any current department promotion guidelines
 - B. University of Nebraska-Lincoln Transmittal for Research Professors
 - C. Letters of appointment or position descriptions, reappointment and record of any changes including in apportionment
 - D. Annual evaluations and/or reappointment letters as appropriate (e.g. by Center/Lab Director of Department Chair/Head)
 - E. Promotion evaluations (as applicable) in this order
 - 1. Letter from Lab or Center Director
 - 2. Letter from Department or Center faculty
 - 3. Letter from Chair
 - 4. Letter from College or Institute Committee
 - 5. Academic Affairs
 - a) Letter from supervisory Dean to VCR
 - b) Letter from VCR
 - c) Letter from SVCAA
 - 6. IANR
 - a) Letter from ARD Dean
 - b) Letter from VCIANR
 - 7. External Reviews, to be preceded by
 - a) Sample letter soliciting evaluation
 - b) Candidate's waiver form
 - c) Brief statement (if applicable) of how external reviewers were chosen, their qualifications and relationship to candidate
 - F. If a teaching apportionment is part of assignment: List of courses taught with summary of quantitative data from student teaching evaluations, if available; or summary of extension education.

Note: All letters referred to in (E.) above must include an analysis of quality and impact and a description of the basis for this analysis.

II. Candidate Section (to be prepared by candidate)

- A. Curriculum Vitae (clearly note refereed or juried work; extent of contributions if collaborative work)
- B. Candidate statement identifying that portion of the candidate's work that in the candidate's judgment represents his or her most significant work, explains why he or she thinks this work is significant, and points out what its impact has been or will be. This statement should reference supporting materials in the Appendices.

It also should address the following aspects of the candidate's research/creative activity: methodology, goals, achievements, significance and impact. (1-5 pages)

III. Appendices (to be prepared by candidate)

Candidates should only include:

- Significant and relevant information
- Information referred to in the Candidate Section
- Information required by your college

A. Possible examples of supporting evidence of the quality of scholarly, professional, and creative activity:

1. Scholarly contributions, i.e. publications (including electronic)
2. Performances/exhibitions
3. Reviews
4. Citations
5. Submitted grant proposals
6. Funded grant proposals
7. Graduate student and post-doc mentoring; success in placement of students
8. National and International meeting presentations

B. Examples of supporting evidence of the quality and impact of other assigned teaching or service activities may be included as applicable; should reference something in candidate's statement.