

College of Public Affairs and Community Service
Reappointment Process for Faculty in First Year of Specific Term Service

Please note that all first year faculty are presented for reappointment twice in their first year of employment, first by memo for year two, and secondly, by same review procedures as faculty in two or more years of specific term service for year three.

Procedures for Reappointment of Faculty in First Year of Specific Term Service:

First year tenure track faculty are no longer required to submit a packet of materials to document teaching, research, and service as part of their evaluation for reappointment for their second year of service. First year faculty will still be evaluated by the chair and the dean. The evaluation will consist of a meeting to discuss progress, expectations, and the reappointment, promotion and tenure process. These meetings are to constitute the first phase of a comprehensive mentoring process for new faculty.

If the chair or the dean recommends that the faculty member not be reappointed for year two based on his/her performance in teaching, research, and service, then there must be a review by peer faculty. If the individual is to be dismissed for cause, he/she will be guaranteed due process as prescribed in the UNO-AAUP collective bargaining agreement.

The evaluation of tenure track faculty for reappointment to their third or subsequent years remain as described below. Thus, all faculty must submit the standard three (3) complete sets of materials to document teaching, research, and service as part of their evaluation for reappointment for their third year of service.

Procedures for Reappointment of Faculty in Three or More Years of Specific Term Service:

Each faculty member prepares three (3) complete sets of materials for the reappointment, promotion, or tenure process to submit to the dean's office according to the deadline given elsewhere in this packet. The form to be used in this process is enclosed in these materials. If a faculty person has questions about the completion of the Reappointment, Promotion and Tenure Form, he/she should ask his department representative to the CPACS Committee on Faculty Personnel or his/her department chair. At the end of the process, when all of the official signatures have been affixed, the three notebooks are distributed as follows: 1) dean's office copy; 2) department's office copy; 3) and, a copy for the faculty member.