

ADOPTED FEBRUARY, 1990  
Revised January, 1997  
Revised April 2006

Department of Sociology/Anthropology  
University of Nebraska at Omaha

## REAPPOINTMENT, PROMOTION AND TENURE GUIDELINES

### I. Expectations for Achievement:

1. Tenure presupposes concurrent or prior promotion to the rank of Associate Professor.
2. Faculty members at the Associate and Full Professor ranks under consideration for tenure must, while at UNO, demonstrate the level of performance commensurate with their rank. Normally such faculty may be considered for tenure in their second year of residence at UNO.
3. The annual reappointment reviews assess progress toward achieving the levels of accomplishment expected for tenure and promotion to Associate Professor.<sup>1</sup>
4. For the first two years of the candidate's residence at UNO, the reappointment review will be conducted by the Strategic Planning and Development Committee in the department. Beginning with the candidate's 3<sup>rd</sup> year of residence at UNO, all tenured faculty will participate in the reappointment review. (At the option of the candidate, a review by all tenured faculty may be conducted during the second year of residency.) The annual reappointment will be conditioned on the candidate showing substantial progress, year by year, toward the achievement of tenure/promotion by the 6<sup>th</sup> year of residence. Progress in research, teaching and service commensurate with departmental and college expectations should be evidenced. Among other things, this includes evidence of growing progress in scholarly research and publication centered on a clearly articulated, sociologically grounded research problem(s). Candidates failing to provide evidence of significant progress toward tenure/promotion will not normally be reappointed. (See the separate Faculty Performance Criteria, Department of Sociology/Anthropology adopted 12-10-90). While all tenured faculty will participate in the fourth year and subsequent reappointment reviews and the eventual tenure vote, only faculty at the rank of Associate Professor or higher may vote on the recommendation for promotion to Associate Professor.
5. Promotion to the rank of Full Professor will be based on the judgment of the present Full Professors in the department. Promotion to Full Professor supposes evidence of achievement in research, teaching and service commensurate with that rank as defined by the Arts and Sciences College guidelines and prevailing department standards. Normally, but not exclusively, such evidence will be based on substantial scholarly research and publication.

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<sup>1</sup> The Sociology Department will follow prevailing Arts and Sciences College terminological definitions of the appropriate levels of achievement required for reappointment, promotion and tenure in research, teaching and service, currently Distinguished, Proficient and Competent.

## II. Departmental Procedures:

1. Votes on tenure may be cast only by tenured faculty.<sup>2</sup> Votes on promotions may be cast only by departmental members of a rank equal to or above the promotion level being sought.
2. The candidate bears responsibility for preparing the annual reappointment materials and ultimately for making a judgment about readiness to apply for tenure and/or promotion.
3. It is the candidate's responsibility to submit materials to the department in accordance with the posted departmental, college and university time frame. It is the responsibility of the Chair to prepare this schedule each fall; while the specific dates may vary slightly, the overall framework is consistent from year to year. Special appeals from the time deadlines may be considered by the Strategic Planning and Development Committee if extenuating circumstances warrant.
4. Upon receipt of the candidate's materials, the Strategic Planning and Development Committee will convene the appropriate faculty review committee.
5. The review committee will base its evaluations and recommendations on the current departmental and college standards and its considered professional judgment.
6. As a part of committee deliberations, particularly in the annual reappointment reviews, the committee will provide opportunity for the candidate to respond to any specific concerns about progress in research and teaching that the committee may have. The candidate will have three working days to review any entry made to his or her file before such a file is forwarded to the next level in the evaluation process.
7. The Department/college committees and chairs/directors are not required to review documents added to the RPT file after they have completed their review process.
8. During the reappointment, promotion or tenure review process any department member not a part of the review committee will have the opportunity to examine the candidate's materials and submit written comments to the committee and/or the candidate.
9. In accordance with university guidelines and procedures, all committee decisions and rationale will be rendered in writing to the candidate and the appropriate review committee member and submitted to college and university officials in a manner consistent with the university and college deadlines.
10. This document is recognized to be a guideline, subject to the interpretations of the faculty.

<u>Years of Residency</u>	<u>Reappointment Decision</u>	<u>Departmental Action</u>
1 <sup>st</sup>	for 2 <sup>nd</sup> year	Fall (October-November)
1 <sup>st</sup>	for 3 <sup>rd</sup> year	Spring (January)
2 <sup>nd</sup>	for 4 <sup>th</sup> year	Fall (October-November)
3 <sup>rd</sup>	for 5 <sup>th</sup> year	Fall (October-November)
4 <sup>th</sup>	for 6 <sup>th</sup> year	Fall (October-November)
5 <sup>th</sup>	for 7 <sup>th</sup> year	Fall (October-November)
6 <sup>th</sup>	Tenure Decision	Fall (October-November)

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<sup>2</sup> Recommendation for the granting of tenure must be given by a majority of votes cast.