

A&S Faculty,

A few things to keep in mind as you complete this form:

1. This is not an on-line form. You must save the form to your local computer before you will be able to save your information.
2. Ultimately, this form is what goes forward to Academic Affairs to make your case for reappointment, promotion, and/or tenure. Please make it a well-organized and complete account of your accomplishments.
3. Text fields in this form accommodate the amount of text you enter by automatically shrinking the font size. Please keep your more extensive narratives or lists of accomplishments legible by attaching a separate piece of paper or additional page rather than allowing the font size to shrink to a level that will make review of your file difficult.
4. Please remember to include your course evaluation summary form and research matrix when submitting this form.

Thank you!

College of Arts & Sciences RPT Committee

Reappointment, Promotion, and Tenure
College of Arts & Sciences Personnel Recommendation Form

TO BE COMPLETED BY DEPARTMENT CHAIR

Applicant's Name: _____

Applicant's Department: _____

Evaluation Period

For assistant professors

1. Date of first tenure track appointment_____
2. If birth/adoption extension has been granted, please indicate number of years_____
3. If time at another institution will be applied toward tenure, please indicate number of years_____

For associate professors, please provide date of promotion to associate professor_____

Checklist

- ☐ Signatures are in place for Sections I and IV of RPT form.
- ☐ Recommendation of the chair is on university letterhead, signed, and inserted after Part II of the RPT form.
- ☐ Vote is recorded for department advisory committee and committee chair has signed Part III.A. of the RPT form.
- ☐ Recommendation of the department advisory committee is on university letterhead, signed, and inserted after Part III.A.
- ☐ Workload history form is complete and is inserted after Part IV. A.
- ☐ Teaching evaluation summary is inserted after Part IV. B.
- ☐ Journal ratings have been entered on research matrix which has been inserted after Part IV. C.
- ☐ Rationale for journal ratings is complete on page following research matrix.
- ☐ Curriculum Vitae is included in front material.
- ☐ External letters of support for tenure and promotion are included in front material.

Chair's Recommendation

The chair is to rate the individual in each of the three categories. In rating an **assistant professor** for reappointment, the standard should be the qualities of an **associate professor** regardless of the period before the tenure decisions. Thus it is only in exceptional cases that a candidate in the third year would be rated distinguished.

Teaching	<input type="radio"/> Below Average	<input type="radio"/> Competent	<input type="radio"/> Proficient	<input type="radio"/> Distinguished
Research	<input type="radio"/> Below Average	<input type="radio"/> Competent	<input type="radio"/> Proficient	<input type="radio"/> Distinguished
Service	<input type="radio"/> Below Average	<input type="radio"/> Competent	<input type="radio"/> Proficient	<input type="radio"/> Distinguished

Chair's Signature

Date

Please read all instructions before completing this form

Before completing this form, please read or review the policies and procedures for reappointment, promotion, and tenure at www.unomaha.edu/aandsaffairs/tabs/academic/rpt.php.

Document will open in your browser window. To save the document on your hard drive or portable storage device, click on the File menu and choose Save As. Some document fields will not work in browser windows.

This document is protected, which means that except for the required fields, it is locked. To enter text, click the light red shaded areas and begin typing.

COVER SHEET

GOVERNING GUIDELINES:

(CANDIDATES MUST INDICATE WHETHER COLLEGE OR UNIT GUIDELINES ARE TO BE USED FOR THIS EVALUATION. IF UNIT GUIDELINES ARE TO BE USED, CANDIDATES MUST PLACE A COPY OF THE MOST RECENT VERSION OF SAID GUIDELINES **IN THE FRONT** OF THEIR RPT BINDER.)

- i. SELECT WHICH GOVERNING GUIDELINES WILL BE FOLLOWED FOR THIS FORM.
- ii. IF UNIT GUIDELINES ARE TO BE USED, PLACE A COPY OF THE GUIDELINES TO BE USED **IN THE FRONT** OF YOUR BINDER.

SECTION I: PERSONNEL ACTION REQUESTED

(TO BE COMPLETED BY FACULTY MEMBER)

1. ENTER THE DATE THE FORM IS COMPLETED.
2. ENTER THE FACULTY MEMBER'S NAME FOR RECOMMENDATION.
3. SELECT WHICH ACTION IS REQUESTED. FOR REAPPOINTMENT, SELECT THE APPROPRIATE BOX FOR TYPE OF REAPPOINTMENT: ANNUAL OR FISCAL YEAR.
4. ENTER THE APPROPRIATE DEPARTMENT / SCHOOL.
5. ENTER THE APPROPRIATE COLLEGE.
6. ENTER YOUR ENTRY RANK AT UNO.
7. ENTER THE DATE OF YOUR FIRST APPOINTMENT AT UNO.
8. ENTER YOUR TENURE DECISION DATE.
9. ENTER YOUR CURRENT RANK.

SECTION II: RECOMMENDATIONS

(TO BE COMPLETED BY APPROPRIATE AUTHORIZING REPRESENTATIVES)

PERSONNEL ACTIONS MAY INVOLVE APPROVAL / DISAPPROVAL FOR MORE THAN ONE CATEGORY (E.G. REAPPOINTMENT AND PROMOTION; PROMOTION AND CONTINUOUS APPOINTMENT.) BE SURE TO CHECK THE BOXES IN BOTH CATEGORIES WHEN APPROPRIATE.

10. CHECK THE BOX NEXT TO EITHER APPROVE OR DISAPPROVE AND SIGN AND DATE IN THE SPACES PROVIDED.
11. CHECK THE BOX NEXT TO EITHER APPROVE OR DISAPPROVE AND SIGN AND DATE IN THE SPACES PROVIDED.
12. CHECK THE BOX NEXT TO EITHER APPROVE OR DISAPPROVE AND SIGN AND DATE IN THE SPACES PROVIDED.

SECTION III: DECISIONS

THIS SECTION RECORDS THE DECISIONS BY THE SENIOR VICE CHANCELLOR FOR ACADEMIC & STUDENT AFFAIRS REGARDING THE FOLLOWING:

13. REAPPOINTMENT
14. PROMOTION
15. CONTINUOUS APPOINTMENT

SECTION IV: FACULTY SIGNATURES

(TO BE COMPLETED BY FACULTY MEMBER)

REVIEW, SIGN AND DATE FOR EACH RECOMMENDATION. THE FACULTY MEMBER'S SIGNATURES INDICATE ONLY EXAMINATION OF ADMINISTRATIVE RECOMMENDATIONS, **NOT AGREEMENT WITH THE RECOMMENDATION.**

PART I: DEAN'S EVALUATION AND RECOMMENDATION

(TO BE COMPLETED BY THE DEAN)

THE DEAN'S COMMENTS MUST CLEARLY INDICATE THE CATEGORIES IN WHICH "OUTSTANDING" OR "ABOVE AVERAGE" ARE CLAIMED. PROVIDE COMMENTS **ON LETTERHEAD STATIONERY** AND ATTACH TO THE APPROPRIATE SECTION.

D) SERVICE ACTIVITIES

- 1) LIST CONTRIBUTIONS IN THE AREA OF SERVICE UNDER THE APPROPRIATE SUBCATEGORIES. UNDER "SERVICE TO THE COMMUNITY" LIST ONLY THOSE RELATED TO YOUR PROFESSIONAL EXPERTISE.
- 2) ATTACH THE APPROPRIATE DOCUMENTATION.

PART II: CHAIRPERSON'S/SCHOOL DIRECTOR'S EVALUATION AND RECOMMENDATION

(TO BE COMPLETED BY THE CHAIRPERSON / SCHOOL DIRECTOR)

THE CHAIRPERSON'S / SCHOOL DIRECTOR'S COMMENTS MUST CLEARLY INDICATE THE CATEGORIES IN WHICH "OUTSTANDING" OR "ABOVE AVERAGE" ARE CLAIMED. PROVIDE COMMENTS **ON LETTERHEAD STATIONERY** AND ATTACH TO THE APPROPRIATE SECTION.

PART III EVIDENCE OF PEER EVALUATION

(TO BE COMPLETED BY APPROPRIATE ADVISORY REPRESENTATIVES)

PROVIDE COMMENTS **ON LETTERHEAD STATIONERY** AND ATTACH TO THE APPROPRIATE SECTION.

PART IV: RECORD OF PROFESSIONAL ACTIVITIES

(TO BE COMPLETED BY FACULTY MEMBER)

A) EDUCATION AND PROFESSIONAL EMPLOYMENT BACKGROUND

- 1) ENTER THE HIGHEST DEGREE AWARDED.
- 2) ENTER THE INSTITUTION THAT AWARDED THAT DEGREE.
- 3) ENTER THE DATE OF DEGREE COMPLETION.
- 4) ENTER ANY ADDITIONAL, POST-DEGREE FORMAL TRAINING (E.G., POSTDOCS, ETC.)
- 5) ENTER ANY PROFESSIONAL EXPERIENCE AT EDUCATIONAL INSTITUTIONS OTHER THAN UNO.
- 6) ENTER ANY PROFESSIONAL EXPERIENCE AT NON-EDUCATIONAL INSTITUTIONS.

B) TEACHING ACCOMPLISHMENTS

- 1) LIST ACTIVITIES ASSOCIATED WITH TEACHING PERFORMANCE AND PROVIDE APPROPRIATE DOCUMENTATION. ORGANIZE THIS LIST USING THE CATEGORIES PROVIDED. (NOTE: WHAT ACTIVITIES ARE DOCUMENTED IS DETERMINED BY INDIVIDUAL DEPARTMENTS / SCHOOLS AND COLLEGES. SOME COLLEGES MAY ASK YOU TO PROVIDE A NARRATIVE IN ADDITION TO LISTING ACTIVITIES.)

C) RESEARCH, ARTISTRY, AND OTHER SCHOLARLY CONTRIBUTIONS

- 1) LIST ALL BOOKS, MONOGRAPHS AND ARTICLES PUBLISHED OR ACCEPTED FOR PUBLICATION (ATTACH ARTICLE REPRINT OR LETTER OF ACCEPTANCE) DO NOT LIST SUBMITTED WORK THAT HAS NOT BEEN ACCEPTED FOR PUBLICATION.
- 2) LIST ALL PAPERS, REVIEWS, AND PANELS (ATTACH PROGRAM PAGE OR LETTER OF ACCEPTANCE). FOR PAPERS AND REVIEWS, NOTE AFTER THE TITLE THE LENGTH IN PAGES (PR: PRINT; MS: MANUSCRIPT) AND WHETHER IT WAS INVITED (I).
- 3) LIST ALL OTHER RESEARCH ACTIVITY.
- 4) LIST ALL OTHER CREATIVE ACTIVITY.



REAPPOINTMENT, PROMOTION, AND TENURE FORM

Cover Sheet

GOVERNING GUIDELINES:

(CANDIDATES MUST INDICATE WHETHER COLLEGE OR UNIT GUIDELINES ARE TO BE USED FOR THIS EVALUATION. IF UNIT GUIDELINES ARE TO BE USED, CANDIDATES MUST PLACE A COPY OF THE MOST RECENT VERSION OF SAID GUIDELINES IN THE FRONT OF THEIR RPT BINDER.)

COLLEGE

UNIT

SECTION I: PERSONNEL ACTION REQUESTED

1. DATE:	2. PERSONNEL RECOMMENDATION FOR:		
3. ACTION REQUESTED FOR ANNUAL RPT CYCLE [CHECK APPROPRIATE BOXES]		4. DEPARTMENT / SCHOOL:	
REAPPOINTMENT FOR ACADEMIC YEAR FISCAL YEAR PROMOTION TO CONTINUOUS APPOINTMENT (TENURE)		5. COLLEGE:	
6. RANK AT FIRST UNO APPOINTMENT:			7. DATE OF FIRST UNO APPOINTMENT:
8. REQUIRED TENURE DECISION DATE:		9. CURRENT RANK:	

SECTION II: RECOMMENDATIONS

10. REAPPOINTMENT	DISAPPROVE	CHAIRPERSON / SCHOOL DIRECTOR	DATE
	APPROVE		
	DISAPPROVE	DEAN	DATE
	APPROVE		
11. PROMOTION	DISAPPROVE	CHAIRPERSON / SCHOOL DIRECTOR	DATE
	APPROVE		
	DISAPPROVE	DEAN	DATE
	APPROVE		
12. CONTINUOUS APPOINTMENT	DISAPPROVE	CHAIRPERSON / SCHOOL DIRECTOR	DATE
	APPROVE		
	DISAPPROVE	DEAN	DATE
	APPROVE		

SECTION III: DECISIONS

13. REAPPOINTMENT	DISAPPROVE	SENIOR VICE CHANCELLOR FOR ACADEMIC & STUDENT AFFAIRS	DATE
	APPROVE		
14. PROMOTION	DISAPPROVE	SENIOR VICE CHANCELLOR FOR ACADEMIC & STUDENT AFFAIRS	DATE
	APPROVE		
15. CONTINUOUS APPOINTMENT	DISAPPROVE	SENIOR VICE CHANCELLOR FOR ACADEMIC & STUDENT AFFAIRS	DATE
	APPROVE		

SECTION IV: FACULTY SIGNATURES

SIGNATURE SHEET FOR _____

(PLEASE PRINT YOUR NAME)

PURSUANT TO SECTION 4.6 OF THE REGENTS BYLAWS AND SECTION 3.5.2(7) OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE REGENTS OF THE UNIVERSITY OF NEBRASKA AND THE UNIVERSITY OF NEBRASKA AT OMAHA CHAPTER, AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS, I ACKNOWLEDGE THAT I HAVE HAD THE OPPORTUNITY TO REVIEW AND RESPOND TO THE RECOMMENDATION OF MY DEPARTMENT / SCHOOL COMMITTEE ADVISING THE CHAIR ON REAPPOINTMENT, PROMOTION AND TENURE.

I HAVE PROVIDED A WRITTEN RESPONSE TO THE DEPARTMENT / SCHOOL COMMITTEE'S RECOMMENDATION YES NO

(SIGNATURE)*_____
(DATE)

PURSUANT TO SECTION 4.6 OF THE REGENTS BYLAWS, AND SECTION 3.5.2(7) OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE REGENTS OF THE UNIVERSITY OF NEBRASKA AND THE UNIVERSITY OF NEBRASKA AT OMAHA CHAPTER, AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS, I ACKNOWLEDGE THAT I HAVE HAD THE OPPORTUNITY TO REVIEW AND RESPOND TO THE REAPPOINTMENT, PROMOTION OR TENURE RECOMMENDATION OF MY DEPARTMENT CHAIR/SCHOOL DIRECTOR.

I HAVE PROVIDED A WRITTEN RESPONSE TO THE DEPARTMENT CHAIR'S / SCHOOL DIRECTOR'S RECOMMENDATION YES NO

(SIGNATURE)*_____
(DATE)

PURSUANT TO SECTION 4.6 OF THE REGENTS BYLAWS, AND SECTION 3.5.2(7) OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE REGENTS OF THE UNIVERSITY OF NEBRASKA AND THE UNIVERSITY OF NEBRASKA AT OMAHA CHAPTER, AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS, I ACKNOWLEDGE THAT I HAVE HAD THE OPPORTUNITY TO REVIEW AND RESPOND TO THE COMMENTS PROVIDED BY THE COLLEGE REAPPOINTMENT, PROMOTION, AND TENURE COMMITTEE.

I HAVE PROVIDED A WRITTEN RESPONSE TO THE COLLEGE RPT COMMITTEE'S RECOMMENDATION YES NO

(SIGNATURE)*_____
(DATE)

PURSUANT TO SECTION 4.6 OF THE REGENTS BYLAWS, AND SECTION 3.5.2(7) OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE REGENTS OF THE UNIVERSITY OF NEBRASKA AND THE UNIVERSITY OF NEBRASKA AT OMAHA CHAPTER, AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS, I ACKNOWLEDGE THAT I HAVE HAD THE OPPORTUNITY TO REVIEW AND RESPOND TO THE COMMENTS PROVIDED BY THE DEAN OF THE COLLEGE.

I HAVE PROVIDED A WRITTEN RESPONSE TO THE DEAN'S RECOMMENDATION YES NO

(SIGNATURE)*_____
(DATE)

***NOTE:** AT EACH LEVEL, THE FACULTY MEMBER'S SIGNATURE INDICATES EXAMINATION OF COMMENTS/RECOMMENDATIONS, NOT AGREEMENT WITH THE COMMENTS / RECOMMENDATIONS.

PART I: DEAN'S EVALUATION AND RECOMMENDATION *(TO BE COMPLETED BY THE DEAN)*

- PROVIDE COMMENTS ***ON LETTERHEAD STATIONERY*** AND ATTACH.
- MUST CLEARLY COMMENT ON RECOMMENDATIONS, ESPECIALLY RECOMMENDATIONS FOR "OUTSTANDING" OR "ABOVE AVERAGE."

PART II: CHAIRPERSON'S / SCHOOL DIRECTOR'S EVALUATION AND RECOMMENDATION

(TO BE COMPLETED BY CHAIRPERSON / SCHOOL DIRECTOR)

- PROVIDE COMMENTS ON LETTERHEAD STATIONERY AND ATTACH.
- MUST CLEARLY COMMENT ON RECOMMENDATIONS, ESPECIALLY RECOMMENDATIONS FOR "OUTSTANDING" OR "ABOVE AVERAGE."

PART III: EVIDENCE OF PEER EVALUATION (TO BE COMPLETED BY APPROPRIATE ADVISORY REPRESENTATIVES)

- PROVIDE COMMENTS BY EACH OF THE FOLLOWING ON LETTERHEAD STATIONERY AND ATTACH.

A. DEPARTMENTAL ADVISORY COMMITTEE RECOMMENDATION

ADVISORY COMMITTEE MEMBERS (NAMES)

COMMITTEE VOTE (REPORT NUMBER OF VOTES FOR EACH BELOW)

YES NO ABSTAIN ABSENT / EXCUSED

Committee CHAIR SIGNATURE *DATE*

COMMENTS:

PART III: EVIDENCE OF PEER EVALUATION (TO BE COMPLETED BY APPROPRIATE ADVISORY REPRESENTATIVES)

- PROVIDE COMMENTS BY EACH OF THE FOLLOWING **ON LETTERHEAD STATIONERY** AND ATTACH.

B. COLLEGE ADVISORY COMMITTEE EVALUATION AND RECOMMENDATION

ADVISORY COMMITTEE MEMBERS (NAMES)

COMMITTEE VOTE (REPORT NUMBER OF VOTES FOR EACH BELOW)

YES NO ABSTAIN ABSENT / EXCUSED

Committee CHAIR SIGNATURE *DATE*

COMMENTS:

PART IV: RECORD OF PROFESSIONAL ACTIVITIES (TO BE COMPLETED BY FACULTY MEMBER)

A. EDUCATION AND PROFESSIONAL EMPLOYMENT BACKGROUND

1. HIGHEST DEGREE AWARDED:

2. AWARDDING INSTITUTION:

3. DATE AWARDED:

4. ADDITIONAL POST-DEGREE FORMAL TRAINING:

5. PROFESSIONAL EXPERIENCE AT EDUCATIONAL INSTITUTIONS
OTHER THAN UNO:

6. PROFESSIONAL EXPERIENCE AT NON- EDUCATIONAL INSTITUTIONS:

Workload History

Please enter the number of workload hours for each semester in each category.

Semester	Instructional Assignment Hours	Research and Creative Activity Assignment Hours	Service Assignment Hours	Departmental Coordination Hours
Fall 2019				
Spring 2019				
Fall 2018				
Spring 2018				
Fall 2017				
Spring 2017				
Fall 2016				
Spring 2016				
Fall 2015				
Spring 2015				
Fall 2014				
Spring 2014				
Fall 2013				

B. TEACHING ACCOMPLISHMENTS

PROVIDE A NARRATIVE AND/OR A LIST THAT DOCUMENTS THE FOLLOWING INDICATORS OF TEACHING PERFORMANCE:

1. TEACHING EVALUATIONS BY STUDENTS (*INCLUDING A SUMMARY TABLE*)
2. PEER EVALUATIONS OF TEACHING
3. CURRICULUM DEVELOPMENT (*NEW PROGRAMS AND COURSES*)
4. INNOVATIVE INSTRUCTIONAL TECHNIQUES
5. PUBLICATIONS AND/OR GRANTS RELATED TO TEACHING
6. PARTICIPATION IN INSTRUCTIONAL IMPROVEMENT WORKSHOPS
7. NON-CLASSROOM TEACHING (*THESIS SUPERVISION, ADVISEMENT, INDEPENDENT STUDIES, ETC.*)
8. OTHER EVIDENCE OF TEACHING PERFORMANCE

C. RESEARCH, ARTISTRY, AND OTHER SCHOLARLY CONTRIBUTIONS

PLEASE REVIEW INSTRUCTIONS FOR THE ACTIVITIES LISTED. LIST ALL RESEARCH AND SCHOLARLY ACTIVITIES:

1. BOOKS, MONOGRAPHS, AND ARTICLES PUBLISHED OR ACCEPTED FOR PUBLICATION
2. PAPERS, REVIEWS, AND PANELS
3. OTHER RESEARCH ACTIVITY (E.G., *CHAIRING PROFESSIONAL PANELS, RESEARCH GRANTS AWARDED, BOOK REVIEWS*)
4. OTHER CREATIVE ACTIVITY (E.G., *WORKS OF ART, ARTISTIC PERFORMANCES, AND/OR SHOWS*)

D. SERVICE ACTIVITIES

LIST CONTRIBUTIONS IN THE AREA OF SERVICE UNDER THE APPROPRIATE SUBCATEGORY. UNDER "SERVICE TO COMMUNITY", LIST ONLY THOSE ACTIVITIES RELATED TO YOUR PROFESSIONAL EXPERTISE.

1. SERVICE TO YOUR PROFESSION
2. SERVICE TO UNIVERSITY (*DEPARTMENT, COLLEGE, AND UNIVERSITY*)
3. SERVICE TO COMMUNITY