

**University of Nebraska at Omaha**  
**College of Public Affairs and Community Service**  
**Inter-Office Correspondence**

**DATE:** August 14, 2017

**TO:** CPACS Faculty Involved in CPACS Personnel Decisions in AY 2017/18

**FROM:** Theresa Barron-McKeagney, Associate Dean, CPACS

**SUBJECT:** Dates and Information for Preparing Reappointment, Promotion and Tenure (RPT) Materials for AY 2017/18 Personnel Decisions

The below listed materials are for your use in preparing for your reappointment, promotion, and tenure process during AY 2017/18. Please make sure that you carefully review these materials so that you will not overlook any important dates:

1. Memorandum from Senior Vice Chancellor B. J. Reed entitled "Deadlines for: Reappointment, Promotion, and Tenure (Continuous Reappointment) Recommendations," dated June 28 2017 (Please note this memo includes specific guidance for faculty, personnel committees, chairs/directors, and deans regarding the submission of material that must be followed exactly).
2. Memo regarding the option to submit some reappointment materials electronically.

**The University's Reappointment, Promotion, and Tenure form must be used when submitting RPT materials.** This downloadable form is on the OASA website at: <https://www.unomaha.edu/academic-and-student-affairs/academic-affairs/docs/rpt-form.pdf>

**In addition to the above, you should refer to the following documents in preparing for the reappointment, promotion, and tenure review process.** These documents are all available online.

1. CPACS Guidelines for Reappointment, Promotion, and Tenure, rev. 2006 (for faculty hired for AY 2007/2008 or beyond): <https://www.unomaha.edu/college-of-public-affairs-and-community-service/docs/cpacs-guidelines-rpt.pdf>
2. The University Guidelines for Reappointment, Promotion, and Tenure Recommendations: <https://www.unomaha.edu/academic-and-student-affairs/academic-affairs/docs/rpt-guidelines.pdf>
3. The CPACS Constitution: <https://www.unomaha.edu/college-of-public-affairs-and-community-service/docs/cpacs-constitution-2003.pdf>
4. The Collective Bargaining Agreement between the Board of Regents and UNO-AAUP <http://www.unoaaup.org/resources/2017-2019%20UNO%20AAUP%20CBA%20Final.pdf>
5. **Past Letters of Recommendation:** Faculty seeking reappointment or tenure must provide copies of their past internal letters of recommendation in their RPT binder. Specifically, these would be letters from the UNO unit committee, chair/director, CPACS personnel committee, and dean for each year the candidate has sought reappointment. These materials should be inserted into the binders by the initial due date and will thus be available for all levels of review. **Tenured faculty seeking promotion to professor do not need to provide these letters.**

Copies of the recommendation letters should be inserted after the curriculum vitae in each binder, in reverse chronological order (latest year on top) with a tab reading "past letters of recommendation."

**Rights of Faculty to Review and Respond to Recommendations:** As a result of the above-referenced procedural agreement between the Board of Regents and the UNO American Association of University Professors (AAUP), faculty involved in RPT decisions have the formal right to review and respond in writing to all material that is added to their RPT binder at each level of the RPT review process, including evaluations that are written by a departmental advisory committee, chair/director, college personnel committee, and dean. The faculty member has three working days to review and respond in writing to the materials in their file before it is sent to the next level of review. While additional documents added by the faculty member to their binder will have no effect on any prior recommendations, these additional materials will be considered to be part of their official RPT documents at subsequent levels of review. At each level of review, the department/school and/or college will send an email notification to faculty informing them that they have three working days to review their file before it is sent to the next level of review.

If the faculty member decides to respond to recommendations made at any level, the following procedures must be followed: 1) the response and all corresponding attachments must be inserted immediately following the recommendation being responded to; 2) the response and corresponding materials should be tabbed as one section, titled "Response to [level of review] Recommendation" (e.g., "Response to Chair's Recommendation"); 3) the responses should be inserted into all three binders; 4) new materials may not be inserted into any existing section, nor can the order of existing sections be changed as part of the response; and 5) these additional materials can only be added during the three-day response window. Please note that only the faculty member can insert any responses or additional materials into the binder, including third-party letters of recommendation or student testimonials.

Your representative to the CPACS Faculty Personnel Committee and your department/school-chair/director are resources who are available to you to answer your questions relating to personnel issues. The personnel committee representatives are:

**Robert Meier, Criminology and Criminal Justice**  
**Todd Richardson, Goodrich Program**  
**Carol Ebdon, Public Administration**  
**Peter Szto, Social Work**  
**Julie Boron, Gerontology**

Following is a listing of faculty who will be affected by reappointment, promotion, and tenure decisions this academic year, as well as dates for when:

1. Two full sets of RPT materials are due to the department/school personnel committee and one copy is due to the CPACS personnel committee;
2. Recommendations and remaining materials are due from departments/schools to the CPACS personnel committee;
3. Recommendations to the CPACS dean are due from the CPACS personnel committee; and
4. Recommendations are due to the Office of Academic and Student Affairs (OASA).

**CPACS Faculty Involved in Personnel Decisions During AY 2017/18:**

<b><u>Faculty Involved</u></b>	<b><u>Tenure Date</u></b>	<b><u>Department</u></b>
Jieru Bai	5/2019	SOWK
Tara Bryan	5/2019	PA
Christopher Goodman	5/2019	PA
Rebecca Lutte	5/2019	PA-AV
Joseph Schwartz	5/2020	CRCJ
DeeDee Bennett	5/2021	PA
Daniel Wuebben	5/2021	GDRH
Janelle Beadle	5/2022	GERO
Jodi Benenson	5/2022	PA
Hans Louis-Charles	5/2022	PA
Seunghoon Han	5/2022	CRCJ

**1. First Year of Specific Term Appointment (Continuous Appointment)**

<b><u>Faculty Involved</u></b>	<b><u>Tenure Date</u></b>	<b><u>Department</u></b>
Aaron Banman	5/2023	SOWK
Justin Nix	5/2023	CRCJ

**2. Second Year of Specific Term Appointment (Continuous Appointment)**

<b><u>Faculty Involved</u></b>	<b><u>Tenure Date</u></b>	<b><u>Department</u></b>
Janelle Beadle	5/2022	GERO
Jodi Benenson	5/2022	PA
Hans Louis-Charles	5/2022	PA
Seunghoon Han	5/2022	CRCJ

**3. Third Year of Specific Term Appointment (Continuous Appointment)**

<b><u>Faculty Involved</u></b>	<b><u>Tenure Date</u></b>	<b><u>Department</u></b>
DeeDee Bennett	5/2021	PA
Daniel Wuebben	5/2021	GDRH

**4. Fourth Year of Specific Term Appointment (Continuous Appointment)**

<b><u>Faculty Involved</u></b>	<b><u>Tenure Date</u></b>	<b><u>Department</u></b>
Joseph Schwartz	5/2020	CRCJ

**5. Fifth Year of Specific Term Appointment (Continuous Appointment)**

<b><u>Faculty Involved</u></b>	<b><u>Tenure Date</u></b>	<b><u>Department</u></b>
Christopher Goodman	5/2019	PA
Rebecca Lutte	5/2019	PA

**6. Sixth Year of Specific Term Appointment (Continuous Appointment)**

<b><u>Faculty Involved</u></b>	<b><u>Tenure Date</u></b>	<b><u>Department</u></b>
Jieru Bai	5/2019	SOWK
Tara Bryan	5/2019	PA

**DEADLINE DATES FOR SUBMISSION OF MATERIALS FOR REAPPOINTMENT, PROMOTION,  
AND TENURE OF CPACS FACULTY**

**1. *Reappointment recommendations for 2017/18 - faculty in first year of specific term service.***

First year tenure-track faculty are not required to submit a packet of materials to document teaching, research, and service as part of their evaluation for reappointment.

First year faculty will be evaluated by their chair/director and dean. The evaluation will consist of a meeting to discuss progress, expectations, and the reappointment, promotion, and tenure process. This meeting is to constitute the first phase of a comprehensive mentoring process for new faculty. The dean will subsequently make a recommendation to the Senior Vice Chancellor for Academic and Student Affairs by the deadline listed below.

Please be aware that faculty in their first year of specific term appointment are required to go through the reappointment process **TWICE**. Once, as described above for 2017/18, and again, in the regular process with faculty in two or more years of specific term appointment for 2018/19. This second scrutiny requires the faculty to submit a packet of materials documenting teaching, research, and service for reappointment to their third year of service.

If the chair/director or the dean recommends non-reappointment 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.

**First year Faculty Reappointment Process to Begin: November 1, 2017**

**Date Recommendation Due to Office of Academic Affairs: January 12, 2018**

**A. Faculty Involved: First Year of Specific Term Appointment**

<b><u>Faculty Involved</u></b>	<b><u>Tenure Date</u></b>	<b><u>Department</u></b>
Aaron Banman	5/2023	SOWK
Justin Nix	5/2023	CRCJ

2. *Recommendations for sixth year of specific term appointment and other faculty whose tenure year is May 2018 (promotion may be assessed concurrently).*

Date materials due to department/school personnel committee and one copy due to CPACS personnel committee:	October 23, 2017
Date recommendations due from department/school personnel committee to chair/director:	November 20, 2017
Date recommendations and remaining materials due from department/school to CPACS personnel committee (2 copies + supporting materials):	December 11, 2017
Date recommendations due to CPACS dean from CPACS personnel committee:	January 16, 2018
Date recommendations due to OASA:	February 2, 2018

**Faculty Involved: Sixth Year of Specific Term Appointment, Tenure Year May 2018**

<u>Faculty Involved</u>	<u>Tenure Date</u>	<u>Department</u>
NONE		

3. *Recommendations for tenured faculty seeking promotions:*

Date materials due to department/school personnel committee and one copy due to CPACS personnel committee:	October 23, 2017
Date recommendations due from department/school personnel committee to chair/director:	November 20, 2017
Date recommendations and remaining materials due from Department/school to CPACS personnel committee (2 copies + supporting materials):	December 11, 2017
Date recommendations due to CPACS dean from the CPACS personnel committee:	January 16, 2018
Date recommendations due to OASA:	February 2, 2018

**A. Promotion Recommendations**

<u>Faculty Involved</u>	<u>Department</u>	<u>Rank Sought</u>
NONE		

**4. Reappointment recommendations for 2018/19- faculty in two or more years of specific term service and faculty in 1st year of specific term service (1st year faculty submit materials for the first time).**

Date materials due department/school personnel committee and one copy due CPACS:	Date to be determined by personnel committee: chair/director
Date materials due department/school chair/director:	Date to be determined by chair/director
Date recommendations and remaining materials due from departments/schools to CPACS personnel committee (2 copies + supporting materials):	January 8, 2018
Date recommendations due to CPACS dean from CPACS personnel committee:	February 5, 2018
Date third, fourth, and fifth year recommendations for 2018/19 due to OASA:	March 2, 2018
Date Dean's report of first- and second-year appointments for 2018/19 due to OASA:	March 9, 2018

**A. Faculty Involved: Recommendations for faculty in first year of specific term service and faculty in two or more years of specific term service for AY 2017/18**

<u>Faculty Involved</u>	<u>Tenure Date</u>	<u>Department</u>
Jieru Bai	5/2019	SOWK
Tara Bryan	5/2019	PA
Christopher Goodman	5/2019	PA
Rebecca Lutte	5/2019	AVN
Joseph Schwartz	5/2020	CRCJ
DeeDee Bennett	5/2021	PA
Daniel Wuebben	5/2021	GDRH
Janelle Beadle	5/2022	GERO
Jodi Benenson	5/2022	PA
Hans Louis-Charles	5/2022	PA
Seunghoon Han	5/2022	CRCJ
Aaron Banman	5/2023	SOWK
Justin Nix	5/2023	CRCJ

5. *Deadline dates for submission of materials for Faculty Development Fellowships (FDF), 2018/19 (current application form available online at: <https://www.unomaha.edu/academic-and-student-affairs/academic-affairs/docs/faculty-development-fellowship-application-10-12-2016.pdf>)*

**Date Due CPACS Dean's Office:**

**October 6, 2017**

**Date Due Office of Academic Affairs:**

**October 13, 2017**

(The CPACS Committee on Faculty Personnel provides oversight on the Faculty Development Fellowship [FDF] process. Therefore the above dates are provided for informational purposes only. Materials are not submitted to this committee for action. Units are free to set their own dates for submission of materials for the FDF process.)

6. *Deadline date for notice of non-reappointment for 2018/19 for faculty in first year of specific term appointments due to Office of Academic Affairs:* **January 26, 2018**
7. *Deadline date for notice of non-reappointment for 2018/19 for faculty in two or more years specific term appointments due to Office of Academic Affairs:* **April 30, 2018**