1. The Promotion and Tenure Committee of the Department of Biological Systems Engineering will be referred to as the P & T Committee. The P & T Committee shall be comprised of the tenured Nebraska-resident faculty in the Department who hold the rank of Professor; and USDA-ARS employees in Nebraska who are adjunct faculty of the Department at the rank of Professor. The Department Head, and anyone with an administrative appointment that involves the promotion and tenure process beyond the departmental level, shall not be members of the P & T Committee. The Chair of the P & T Committee shall verify involvement of administrative faculty through confirmation with the cognizant dean.

2. The scope of responsibility of the P & T Committee shall be limited to matters of promotion and/or tenure. This is to include annual evaluation of progress toward promotion and tenure for all non-fully promoted or non-tenured faculty in the Department. Upon request from University of Nebraska-Lincoln (UNL) Administrators, the P & T Committee shall be responsible for considering recommendation of tenure and eligibility for academic rank of candidates for administrative positions at UNL where the candidate's credentials may warrant tenure or academic rank in the Department of Biological Systems Engineering. The P & T Committee shall also, at its annual meeting, elect a three-person subcommittee from the P & T Committee membership to represent the departmental faculty in the annual administrative review of the Department Head.

3. The P & T Committee shall meet at least annually. A quorum, defined as at least two-thirds of the P & T Committee, is required for action. Adjunct faculty members are not included in the number required to establish a quorum.

4. All P & T Committee members (except adjunct faculty) are eligible to vote on promotion and tenure requests.
5. A majority vote to recommend promotion or tenure is defined as at least 75 percent of those voting in any particular case. When this criteria, or that for a quorum, results in a fraction of a whole number, "at least" is defined by rounding to the nearest larger whole number. All ballots are to be secret ballots. P & T Committee members not physically present at the meeting may participate by teleconference and may vote provided their vote is maintained in confidence with the Chair of the P & T Committee or his / her authorized representative.

6. A tally of votes recommending, opposing or abstaining on promotion and/or tenure for each case will be recorded and maintained by the P & T Committee.

7. The P & T Committee shall follow the UNL Procedures for determining promotion and tenure as well as those of the Institute of Agriculture and Natural Resources (IANR) and, where applicable, the College of Engineering (COE). Promotion and tenure recommendations and files of candidates involved in and having a substantial interest in the COE (e.g., teaching engineering courses and or research of an engineering nature) shall be submitted to COE for its recommendation to the Vice Chancellor of the IANR. Promotion and tenure files of candidates having only an Extension Division appointment, or those who teach only in the College of Agriculture and Natural Resources (CASNR), need not be submitted to the COE unless agreed upon by the candidate and Department Head in writing at the time of approval of the most recent job description for the candidate.

8. All files of candidates for promotion or tenure shall include outside reviews according to applicable UNL, COE and IANR procedures. The P & T Committee may also seek opinions in writing from members of the P & T Committee unable to participate in the meeting in which voting takes place. Such opinions shall be provided to the Chair of the P & T Committee in time for the opinions to be read at the meeting where voting takes place.
9. When a candidate for promotion or tenure is from a unit where no member of the P & T Committee is represented, the Chair of the P & T Committee shall, after consulting with the Department Head and Unit Administrator, insure that a fully promoted and tenured representative from that unit be available at the meeting. This representative may not vote unless he or she is already a member of this P & T Committee.

10. The P & T Committee shall forward its recommendations on promotion and tenure, including a synopsis of the discussion, in writing to the Department Head and to the candidate. The results of the balloting shall be forwarded as a numerical tally of votes recommending, opposing and abstaining on promotion and/or tenure for each particular case. Ballots are to be destroyed at the end of the meeting. The Department Head shall not be solicited for input before or during the voting on any individual promotion or tenure candidacy. However, the Department Head may be invited to discussions on progress toward promotion or tenure of non-tenured or non-fully promoted faculty. The P & T Committee shall share significant positive and negative concerns in writing with those being evaluated and the Department Head.

11. The P & T Committee shall have a Chair and Secretary elected in even calendar years for two-year terms. The Secretary shall normally stand for election as Chair upon completion of the first two years of a four-year commitment. The P & T Committee shall elect a representative to the COE Promotion and Tenure Committee at its annual meeting. Normally this person shall be the Chair of the P & T Committee.

12. These by-laws, and subsequent revisions to them, are subject to approval by a two-thirds majority of faculty in the Department of Biological Systems Engineering. This includes current members of the P & T Committee (except adjunct faculty) and faculty eligible for membership on the P & T Committee.
Approved: 02/28/1995

Retyped 11/12/01 DEPT/DEE/TEXT/By-Laws Promotion and Tenure 2001
Revisions made by John E. Gilley on October 17, 2008 after receiving input during the Annual P&T Committee Meeting held on October 16, 2008.

Bylaws approved by BSE Faculty at the October 22, 2008 faculty meeting.