Appendix B
College of Engineering

The College of Engineering Promotion and Tenure Document (PTD) shall consist of **Administrative Section I** and **Candidate Section II**, as defined in the “UNL Documentation Request for Promotion and/or Tenure” issued by the UNL Office of the Executive Vice-Chancellor (EVC). The candidate must also include mandatory Appendices and an electronic abridged version. All documents shall be submitted to the Office of the Dean of the College of Engineering by the annual deadline, issued in the annual P&T calendar each year by February 1.

In addition to the UNL Documentation Request, the College of Engineering requests that a copy of the candidate’s offer letter and a table of how apportionment has changed for the candidate during their time at UNL be included in Administrative Section I.C.

The candidate shall submit two (2) complete copies of the written PTD and include one (1) copy of the Appendices.

The candidate must also submit an electronic abridged PTD (as described below).

One copy of the PTD will be forwarded to the Office of the Executive Vice Chancellor as part of the promotion and tenure review process (note: the materials in the Appendix will not be forwarded). One copy of the PTD (Sections 1 and 2, only) and the Appendix will be returned to the candidate at the end of the review year.

Relevant and substantive material may be added to the PTD during the college’s evaluation process. The candidate may add any substantive material to the PTD at any time. The candidate has the right to review and respond to the addition of any substantive material that is provided by any individual other than the candidate. The addition of relevant and substantive material to the PTD will not require that the evaluation process to be restarted at any level. The candidate has the right to appeal negative recommendations at any or all levels during the process or to add rebuttal statements at any or all levels of the process.

**Electronic Abridged Version**

Please submit an electronic copy (pdf or MS Word files) of the Course Listing Form from Document Section I.E and the complete **Candidate Section II** of the Written PTD to the Office of the Dean by the annual deadline, issued in the annual P&T calendar each year by February 1.