

Appendix B

College of Engineering

Promotion and Tenure Documentation Guidelines (2022-2023)

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). 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 spring.

The EVC now accepts electronic submittal of materials, so that no physical notebooks of the Administrative Section I and Candidate Section II are required. “Original electronic documents must be used whenever possible and scans of hard copy documents should be used only when necessary.” The College of Engineering requests that all candidates upload documents to the online system at <https://coe-promotensure.unl.edu/>. More information on registering and using that system may be found from this [link](#). The Appendices may still be submitted in hardcopy format, compiled in a notebook.

Please note that in addition to the UNL Documentation Request, the College of Engineering requests that a table of how apportionment has changed for the candidate during their time at UNL be included in **Administrative Section I.C.**

One compiled electronic PDF file of the Administrative Section I and Candidate Section II 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). If a hardcopy Appendix is submitted to the College, it 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 evaluation process. The candidate may add any substantive material to the PTD at any time by contacting the person in charge of the current evaluation loop (unit P&T chair, unit chair/head/director, college P&T committee chair, or Dean). 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 be restarted at any level.

Electronic Abridged Version

The electronic abridged version of the PTD, which is sent to external reviewers, consists of an electronic copy (PDF or MS Word files) of the Course Listing Form from **Administrative Section I.F.2**, Waiver Form from **Administrative Section I.E.2.b** and the complete **Candidate Section II**. The electronic abridged version of the PTD is due to the Dean’s Office by the annual deadline, issued in the annual P&T calendar each spring.