

Appendix B

College of Engineering

Promotion and Tenure Documentation Guidelines (2024-2025)

Faculty candidates need to prepare an Electronic Abridged Version of the Promotion and Tenure Document (PTD) and a Full PTD. The Electronic Abridged Version of the PTD is sent to external reviewers. The Full PTD is for the Promotion and Tenure review process at UNL. The College of Engineering PTD follows the “[UNL Documentation Request for Promotion and/or Tenure](#)” issued by the UNL Office of the Executive Vice-Chancellor (EVC).

Electronic Abridged Version

The electronic abridged version of the College of Engineering Promotion and Tenure Document (PTD), which is sent to external reviewers, consists of following items:

- 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**
- The complete **Candidate Section II.**
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The [Course Listing and Evaluation Form](#) and the [Waiver Form](#) can be downloaded from the EVC’s Promotion and Tenure website . 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. This document is typically due at the end of April.

Full Promotion and Tenure Document

The full PTD 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. This document is typically due on Monday of one week before Fall semester begins. The Appendices may still be submitted in hardcopy format, compiled in a notebook.

Specific requirements from College of Engineering include:

- 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](#).
- One Peer evaluation of teaching letter obtained following the [COE Peer Evaluation Process](#) is required to satisfy the EVC’s documentation requirement for peer evaluation of teaching, under **Administrative Section I.F.1.**

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.