COE Assistant Professor Third-Year Review Guidelines
(last updated 10/13/2021)

Tenure-Track Faculty:
Pursuant to the Bylaws of the Board of Regents of the University of Nebraska, an appointment for a "Specific Term" shall carry no presumption of renewal. Faculty are to be reviewed for reappointment at least once every three years.

It is recommended that COE faculty are reviewed by the unit leader and unit P&T committee in year 3. The reappointment period will typically be three years, but can also be one or two years, depending on the case.

In cases of non-reappointment, a faculty vote following the appropriate procedure of the unit is required by the EVC’s office.

Non-Tenure Track Faculty (Professors of Practice and Research Faculty):
Formal reappointment review includes the unit P&T committee in the last year of the contract, or at least once every 3 years. The reappointment period will typically be three years, but can also be one or two years, depending on the case.

If non-tenure track faculty request promotion in the final year of their contract, they would submit their materials following the COE P&T schedule.

In cases of non-reappointment, a faculty vote following the appropriate procedure of the unit is required by the EVC’s office. However, in the case of research faculty, no vote of the faculty is required when non-reappointment is due to lack of available funds. Documentation regarding lack of funding is required.

Process:

Step 1: The Dean’s office will issue a COE reappointment calendar in the beginning of Fall semester.

Step 2: The unit leader and the Dean’s Office will coordinate and develop a list of faculty to be reviewed that year.

Step 3: Faculty to be reviewed should submit their P&T materials to the department using the COE Reappointment, Promotion and Tenure online system following the COE reappointment calendar.

Step 4: The unit P&T committee reviews the submitted materials and develops a letter to assess the candidate’s performance in each area of their apportionment.

Step 5: The unit leader includes the Unit P&T assessment in the faculty member’s Annual Evaluation.

Step 6: The unit leader notifies the candidate of review results following the COE reappointment calendar.

Step 7: The Dean submits recommendations of reappointment or non-reappointment to the Office of the Executive Chancellor with copy to unit leader and faculty member.