

COE Assistant Professor Third-Year Review Guidelines

Updated 9/6/2023

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 September each year.

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

Step 3: Faculty to be reviewed should submit their third-year review materials to the department using the COE Reappointment, Promotion and Tenure online system <https://coe-promotensure.unl.edu/> following the COE reappointment calendar. Required materials include:

- Candidate CV in the COE CV format
- Candidate Statements
- Course listing form and student learning survey of all courses taught.
- One Peer Evaluation of Teaching Letter following the [COE Peer Evaluation of Teaching process](#).
- All previous annual evaluations from the unit head since joining COE

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 develops the faculty member’s annual evaluation, taking into account the recommendations from the Unit P&T assessment.

Step 6: The unit leader recommends reappointment or non-reappointment to the Dean following the COE reappointment calendar.

Step 7: The Dean sends the reappointment or non-reappointment decision letter to the faculty member with a copy to the unit leader.