

## 2023-24 COE Associate Professor Review Guidelines

(Last updated: 9/6/2023)

Per EVC's [Faculty Evaluation Guideline](#), Section IV.D. Mandatory Procedures, item 5:

*"In the case of not fully promoted faculty, either tenured or non-tenured, the supervising administrator will meet periodically, but at least once every three years, with the appropriate group of faculty to discuss the performance of the faculty member being evaluated."*

It is recommended that faculty members in COE who have not been fully promoted, including both tenure/tenure track and non-tenure track faculty, undergo a review by the unit leader and the unit P&T committee every three years.

**Purpose of the Review:** The Associate Professor Review should generally emphasize quantitative and qualitative progress toward the rank of professor. While not all faculty will attain the rank of professor, the review should aid faculty in achieving that distinction. (UNL Faculty Evaluation Guideline, Section IV.B.2)

### **Proposed Procedure:**

**Step 1:** At the beginning of the fall semester, the Dean's Office and the unit leader will coordinate the development of a list of faculty members to be reviewed that year.

**Step 2:** Candidates up for the COE Associate Professor Review will be notified of the process by the unit, in collaboration with the Dean's Office, **no later than October 30th, 2023.**

**Step 3:** Faculty members who are scheduled for review should submit their review materials to the department through the COE Reappointment, Promotion, and Tenure online system at <https://coe-promotenure.unl.edu/> **by January 31<sup>st</sup>, 2024.**

### Required materials:

- Candidate CV in the COE CV format
- Course listing form and student learning survey reports of all the courses in the past three years
- Previous annual evaluations from the unit head in the past three years

### Strongly recommended:

- One Peer Evaluation of Teaching Letter following the [COE Peer Evaluation of Teaching process](#) (A peer evaluation of teaching letter is required by the EVC's office for promotion.)
- Candidate Statements

**Step 4:** The unit P&T committee reviews the submitted materials and develops a letter assessing the candidate's performance in each area of their apportionments. The letter is submitted to the unit leader, with a copy to the candidate, **by February 29, 2024.**

**Step 5:** The unit leader develops the faculty member's annual evaluation, considering the recommendations from the Unit P&T committee assessment.

**Step 6:** The unit leader informs the faculty member of the evaluation results **by March 29, 2024.**

**Step 7:** The unit leader discusses the Associate Professor review results with the Dean **by April 30, 2024.**