

# Library Faculty Promotion and Tenure Calendar

2025-2026

Please review all materials at the UNMC Promotion and Tenure site:

<https://www.unmc.edu/academicaffairs/faculty-affairs/promotion-tenure/index.html>

## Promotion Timeline

*Dates are “due by” dates unless otherwise specified.*

June 1, 2025:

For faculty pursuing tenure, the Business Operations Administrator requests change to a Health Professions appointment.

June 16, 2025

Faculty member declares their intent to pursue promotion or tenure to the Associate Dean/Department Chair or Dean. The Associate Dean/Department Chair notifies Dean and Business Operations Administrator of faculty intent.

June 30, 2025:

Faculty member reviews packet requirements and resources with Associate Dean/Department Chair.

July 1, 2025:

Dean appoints Promotion and Tenure Committee and Chair. For promotion to rank higher than associate professor or for tenure, committee members and chair will include non-library faculty.

July 14, 2025

Business Operations Administrator sends waiver form (Appendix D) and transmittal form (Appendix A) to candidate.

July 28, 2025

Faculty member sends completed waiver and transmittal forms (Appendix A) to the Business Operations Manager.

August 1, 2025

Faculty member interested in promotion or tenure elects to engage with the Promotion and Tenure Advisory Committee. See Appendix E of the Library Promotion and Tenure Guidelines.

August 1, 2025:

Faculty member supplies the Associate Dean with a list of five external evaluators, including name, email, address and contact information. Information should also include:

Brief paragraph on each evaluator, indicating his/her qualifications to provide a letter and disclosing their relationship to the faculty member. Disclose mentoring or collaboration relationships. Faculty members only suggest evaluators and should not approach them about being a reviewer. See section

III C of the Library Promotion and Tenure Guidelines for additional guidance regarding letters of evaluation.

August 1, 2025:

Business Operations Administrator notifies Academic Services that a promotion and tenure process will begin for specific faculty members.

September 1, 2025

Associate Dean/Department Chair and Dean review evaluator names and decide to include additional external evaluators of their choice.

September 15, 2025

Associate Dean contacts external evaluators on their willingness to provide letter. The timeline for receiving the packet and deadline for their letter will be shared with each Evaluator.

October 1, 2025:

**Faculty member supplies Associate Dean with their final promotion or tenure packet by sharing a OneDrive link. Contents:**

- Curriculum vitae in UNMC format
- Narratives for each of the three or four areas of academic endeavor
- Publications cover sheet and publications
- Education activities (Appendix C)
- Transmittal form (already submitted)
- Waiver form (already submitted)

**Faculty for whom teaching is a major area of emphasis are required to also submit a Teaching Portfolio containing evidence to support items listed in the education activities document. See section III C viii for further guidance.**

October 3, 2025:

Associate Dean contacts external evaluators with the packet for their review. The deadline for their response is November 7, 2025. The packet, sent via email or via SharePoint, includes:

- Promotion guidelines
- Curriculum vitae in UNMC format
- Teaching Activities document
- Narratives
- Publications cover sheet and publications

November 7, 2025:

Deadline for external evaluations.

November 7, 2025:

Faculty member supplies Dean, Associate Dean/Department Chair, and Business Operations Administrator any updates to documentation supplied on October 1, 2025.

November 10, 2025:

The Associate Dean/Department Chair begins review of documentation from the faculty member, including letters from external evaluators. The Associate Dean/Department Chair letter of recommendation includes a summary of Teaching Portfolio items presented on October 1.

December 1, 2025:

**Faculty member has the final opportunity to add supplemental material to the peer review file. These updates typically include additional text for the CV or the Teaching Activities document. Include the updated documents.**

December 8, 2025:

Associate Dean/Department Chair or Dean provides their recommendation decision, letter of evaluation, and candidate's documents to the Promotion and Tenure Committee.

January 12, 2026:

Promotion and Tenure Committee reviews all documentation, including Associate Dean/Department Chair letter of evaluation and makes a detailed positive or negative recommendation to the Dean along with a written summary of the primary reason(s) for supporting or opposing the recommendation.

January 26, 2026:

**Required 10 working days** for candidate or Department Chair to submit official appeal after written notification of the recommendation by the Committee.

February 25, 2026:

Deadline for ad hoc committee, appointed by the Dean, to review the request for reconsideration and will forward a recommendation to the Dean.

February 27, 2026:

By this date, the Dean reviews all documentation, including recommendations from Associate Dean/Department Chair and Promotion and Tenure Committee. Decides whether to advance the recommendation to the Chancellor. The candidate is given a copy of the Dean's recommendation.

March 13, 2026:

By this date, all recommendations are submitted to Academic Services for review and forward to the Chancellor's Office.

March 16, 2026:

**Required 15-day deadline** for candidate to submit written appeal to the Chancellor regarding Dean's decision.

June 2026:

Chancellor reviews all documentation. Makes decision on recommendation from Dean. Reports to President and Board of Regents for their information.

July 1, 2026

Promotion to new rank, if approved, takes effect.