

University of Nebraska McGoogan Health Sciences Library
Promotion and Tenure Guidelines¹
Adopted February 26, 2025

Section I: Introduction

The purpose of this document is to specify an application procedure for promotion and tenure and to provide a set of standards and criteria upon which decisions for promotion and tenure can be based. The mission of the McGoogan Health Sciences Library in a broad sense includes (1) promoting the integration of quality information in UNMC patient care, education, and research programs; (2) developing UNMC affiliates' information retrieval, appraisal, use, and management skills thus, supporting their lifelong learning; and (3) providing timely access to high quality collections that support the information needs of students, faculty, and researchers.

The fulfillment of this mission demands excellence in librarianship with three areas of professional emphasis: (1) education, (2) research and creative activities, and (3) service and administration.

Although the McGoogan Health Sciences Library expects its faculty to demonstrate overall excellence, the Library recognizes that few faculty members will perform equally in the areas of education, research and creative activities, and service and administration. Generally, education will comprise the highest percent of faculty workload with research and creative activities representing the lowest percent. Faculty with administrative appointments will have a higher percentage of workload in service than those without.

For promotion to Assistant Professor, it is expected that the individual will demonstrate a high level of competence in education, have a documented research and/or creative activity agenda, and will have evidence of service and/or administration commitments. For promotion to Associate Professor, it is expected that an individual must demonstrate significant, sustained achievement in at least two of the three areas of emphasis described in Section II; demonstrate independence, leadership and creativity; and display an emerging regional or national reputation. For promotion to Professor, it is expected that the highest level of excellence is achieved in at least two areas of emphasis, with continued achievement in the other area of emphasis. In addition, the candidate must show clear evidence of leadership and have achieved national or international recognition for their contributions in their discipline.

The criteria provided in this document are guidelines. It is recognized that each candidate will come forward with a unique blend of activities supporting, in different ratios, the major missions of the McGoogan Health Sciences Library. Diversity in candidates is to be expected and is encouraged. For this reason, criteria for promotion and tenure allow consideration of a variety of different professional areas of emphasis. The Library Promotion and Tenure Committee may use flexibility in evaluating candidates within the guidelines. It is a primary responsibility of the candidate, through their written narrative(s), and the Department Chair or equivalent (hereafter referred to as "Chair"), through their accompanying letter, to clearly define how the candidate contributes, in the chosen areas of emphasis, to the mission of the McGoogan Health Sciences

¹ The McGoogan Health Sciences Library Promotion and Tenure Guidelines are based on the UNMC Guidelines for Submitting Academic Promotion and Tenure Recommendations. The McGoogan Health Sciences Library Promotion and Tenure Guidelines relate specifically to McGoogan Health Sciences Library academic faculty and are the guidelines utilized by the McGoogan Health Sciences Library Committee for Promotions and Continuous Appointment.

Library.

Section II: Areas of Emphasis Described²

A. Education

Education encompasses all aspects of the library's mission to support the academic, research, and patient care programs of UNMC. The functions of library faculty that advance education will vary and may change over time in response to changes in curricula, technology, and available resources. Representative activities in Education may include but are not limited to:

- Working with faculty or colleges on curriculum development, library instruction, collection development, and scholarly communications.
- Developing educational initiatives such as lecture series, continuing education, or health information outreach.
- Building digital resources and promoting digital initiatives.
- Identifying, selecting, and acquiring materials that support the mission of UNMC.
- Cataloging items, evaluating materials, managing records, and/or maintaining databases.
- Designing and configuring systems and interfaces to improve access to information resources.
- Curating, organizing, preserving, and sharing information resources, data, and the unique collections of UNMC.
- Creating finding aids, web pages, instructional handouts, or other guides for finding and using resources.
- Developing community partnerships that meet identified health information needs.
- Mentoring of faculty, staff, and students.

B. Research and Creative Activities

Research encompasses the acquisition, creation, and synthesis of knowledge. Research should not be limited to those activities ordinarily characterized as research.

Representative Research and Creative activities may include but are not limited to:

- Peer-reviewed publications.
- Systematic reviews, meta-analyses, scoping reviews, and other forms of meta-research.
- Conference, poster, or symposia presentations.
- Authored or edited monographs, textbooks, or chapters.
- Book or resource reviews.
- Digital scholarship, publicly-engaged or community-focused scholarship, and/or collaborative scholarship.
- Preprints, data sharing, code sharing, open access publications, open educational resources, open peer review, and other open science products.

² Language for representative activities in the areas of emphasis was drawn from the following documentation: University of Colorado Anschutz Medical Campus Strauss Health Science Library, *Criteria and Procedures for Appointment & Promotion*; University of New Mexico Health Sciences Library & Informatics Center, *Tenure and Tenure-Track Tenure & Promotion Guidelines*; and University of Toledo Library Faculty, *Elaborations of Criteria for Academic Rank, Promotion, & Tenure*.

- Acquiring grant or contract funds.
- Creating works such as curated exhibits, art works, software products, 3D models, or objects used to improve patient care.
- Creative activity that advances innovation and discoveries, such as prototypes, patents, and technology transfer support. Developing, implementing, and documenting a collection's infrastructure. Library faculty have workloads almost completely dedicated to maintaining the library's archives, collections, resources, services, educational efforts and programs, therefore library faculty generally have a lower allocation in this area. Workload allocation is taken into consideration when evaluating library faculty in the three areas of emphasis. Faculty are encouraged but not required to publish in open access venues and deposit their work in the campus institutional repository.

C. Service and Administration

Administrative activities are important to the overall mission and operation of the McGoogan Health Sciences Library. The execution of administrative activities may be the primary function of some faculty members. Administrative activities can be performed within the various Departments, the McGoogan Health Sciences Library, UNMC, or the University of Nebraska. In addition to administration, professional service may include direction of local, national and international continuing education symposia, discipline workshops, and policy making bodies. A faculty member should demonstrate the ability to cooperate with other professionals involved in service and educational functions. There should be evidence of commitment to continued upgrading of professional knowledge and skills. Representative activities in Service and Administration activities may include but are not limited to:

- Supervising and coordinating units or administering programs.
- Administering library budgets and demonstrating financial stewardship.
- Conducting activities concerned with the overall management of and long-range planning for the library including developing strategy, planning for programs and services, and conducting assessment.
- Mentoring of junior faculty.
- Providing literature search and/or information services to affiliates or nonaffiliates.
- Chairing or organizing conferences or symposia.
- Consultantships.
- Holding leadership positions in library committees, university committees, or professional organizations.
- Serving on advisory boards for granting agencies, publishers, or vendors, holding journal editorships, and/or being a member of editorial boards.
- Peer reviewing submissions of manuscripts, journal articles, or conference works.
- Serving as an external reviewer for faculty promotion and tenure applications.
- Giving invited professional lectureships.
- Participating in quality council meetings, accreditation, or serving on quality improvement teams.
- Providing services to community or professional organizations that utilize faculty member's professional experience.
- Partnering with external organizations and groups to raise awareness of McGoogan Library services and programs with the goal of developing opportunities that respond to community interests and needs.

Section III: Process of Application

A. Establishment of a Library Promotion and Tenure Advisory Committee

A library-level Promotion and Tenure Advisory Committee (hereafter referred to as the Advisory Committee) will be established to advise candidates about the necessary components they need to document and compile for a complete packet or portfolio as required by the McGoogan Health Sciences Library' Promotion and Tenure Committee. Details about the constitution and responsibilities of the Advisory Committee are found in Appendix E.

B. Responsibility of the Department Chair

The Department Chair is responsible for identifying individuals eligible for promotion or tenure and for forwarding their names to the Library Promotion and Tenure Committee. The Department Chair will conduct a thorough review of the applicant's packet and compose a comprehensive letter of evaluation. This letter will be included in the applicant's packet. The Department Chair's letter should identify the areas of emphasis in academic endeavor -- 1) *education*, 2) *research and creative activities*, 3) *service and administration* -- upon which the recommendation is based. In addition, the Department Chair's letter should contain summaries of evidence in those areas of emphasis. The Department Chair will then submit the application for promotion or tenure, including their letter of evaluation, to the Library Promotion and Tenure Committee.

C. Documents

The individual's academic accomplishments must be accurately and completely portrayed for the review and decision-making processes. It is essential that the following documentation be developed at the first level of the review process and forwarded through each successive level of review. This documentation should provide evidence that the faculty member has sufficient academic preparation for their role and has met standards of conduct within the organization.

Documentation for the promotion or tenure review process involves more than enumerating publications, grant dollars, courses taught, and other outputs. It is incumbent upon the faculty member submitting for promotion and/or tenure review to document and explain their accomplishments so that they can be understood by and acknowledged as significant by a peer who may or may not be an "expert" in the candidate's particular field of endeavor. Accordingly, the candidate must prepare clear and succinct narratives of the highlights and importance of their academic accomplishments in education, research and creative activities, and service and administration.

The candidate will submit an academic narrative with three sections, one for each of the three areas of emphasis: 1) education, 2) research and creative activities, and 3) service and administration. Because library faculty responsibilities in each of the areas of emphasis may vary, the length of each narrative may vary also. However, the length for each section shall be no more than two pages in length, for a maximum narrative of six pages (8 ½ " x 11", 10 pt font). The development of succinct narratives is an activity that takes time and thought. The narratives for promotion in rank should focus on accomplishments since the last promotion that support a sustained record of accomplishment. For candidates applying for tenure, the narratives must reflect continuing, valuable contributions to the mission of the library from date of hire. Narratives should emphasize the significance and impact of the accomplishments to the McGoogan Library, the University of Nebraska, and to the profession. The narrative should also demonstrate the candidate's emerging professional reputation. Candidates applying for both promotion and tenure should address how the

criteria for each are met separately. The narratives are not meant to reiterate the content in the Curriculum Vitae. NOTE: Faculty members holding appointments (paid or Courtesy) in more than one academic unit must concurrently pursue the documentation and review processes in each department if promotion is proposed in both units. Separate transmittal forms are required.

- i. UNMC Transmittal Form. This form (Appendix A of the UNMC guidelines) provides the cover sheet on which the recommendations of the Department Chair (recommendation to Library Promotion and Tenure Committee), the Library Promotion and Tenure Committee (recommendation to Dean) and Library Dean (recommendation to Chancellor) are indicated. It acts as a summary sheet for all actions in a given promotion or tenure deliberation.
- ii. Department Chairperson's or Program Director's Letter. See Section III, Paragraph C.
- iii. Curriculum Vitae (CV). Each candidate for promotion or tenure must submit a current CV in the format specified in Appendix B of the UNMC guidelines. Appendix C should be added to the CV for the purpose of documenting the teaching activities of a candidate for promotion or tenure. Faculty for whom teaching is a major area of emphasis are required to compose a more extensive Teaching Portfolio that can be used to help develop their teaching narrative. The Teaching Portfolio is submitted as a separate, secondary document to the Promotion & Tenure application packet (see Section III. D. viii.).
- iv. Academic Narrative. The candidate for promotion and/or tenure must prepare a clear and succinct narrative of the highlights and importance of their academic accomplishments in education; research and creative activities; service to the Library, University, peer professionals, and to the public. The academic narrative is not meant to reiterate the CV. In addition to a description of previous accomplishments, it is helpful to the Library Promotion and Tenure Committee for candidates to highlight significant aspects of their career development and those achievements in which they take particular pride. The length for each narrative section shall be no more than two pages in length, for a maximum narrative of six pages (8 ½ " x 11", 10 pt font).
- v. External Letters of Evaluation. Applications for promotion to Associate Professor, to Professor, and for the award of Tenure must be accompanied by external letters of evaluation. Generally, external reviewers in other universities should have professional ranks at or above that being considered for the candidate and be qualified to critically evaluate the importance of the candidate's work and their status in the professional community. A minimum of three (3) (with a maximum of six (6)) letters of evaluation are required. Not all should be from individuals who have mentored or otherwise collaborated with the faculty member. There must be at least one letter from an individual, outside the University of Nebraska, not identified by the candidate, and this letter must be labeled as such.

Guidance: The letter(s) from individuals "not identified by the candidate" are especially helpful to the McGoogan Health Sciences Library Promotion and Tenure Committee. These letters, requested from academicians who may or may not have expertise in the candidate's areas of professional emphasis, can provide an unbiased assessment of the candidate's strengths and weaknesses. The requested letters must not be from UNMC faculty members. Ideally, the evaluator should assess whether the candidate would be promoted at their institution. An additional two to four letters from external reviewers, who may be suggested by the candidate, will ideally comment on different aspects of the

candidate's strengths and talents (education, research and creative activities, service, administration). Letters that simply reiterate the candidate's CV are not considered helpful to the faculty member's application. When appropriate, assessment of the candidate's promotability at peer institutions is encouraged. One or two letters from other UNMC departments, colleges or institutions indicating the candidate's collaborative activities or important contributions to the enterprise may also be helpful, but do not substitute for external letters of evaluation. A letter from the leader of a multidisciplinary team detailing the candidate's unique contributions to the program can also be of significant value. However, be mindful of the fact that submission of an excessive number of letters leads to great redundancy, is not helpful, and represents an imposition on the referees' time.

It is important that letters of request to external reviewers be sent by the Chair of the Promotion and Tenure Committee, the Department Chair, or Dean, not by the candidate. The application packet should include a short description of the qualifications of each reviewer, the relationship of the reviewer to the candidate, and a copy of the letter soliciting a review. The letters solicited for such a review should use neutral language that ask for an evaluation (not a letter of support) and must indicate to the reviewer whether or not the candidate has waived their right of access to letters of evaluation. These letters should be returned to the Chair of the Promotion and Tenure Committee or Dean.

- vi. Candidate's Right to Access Letters of Evaluation. Candidates must determine whether they wish to waive or retain their right of access to letters of evaluation. A form (Appendix D) indicating the Candidate's wishes regarding access to letters of evaluation must be signed before letters are solicited.
- vii. Copies of Publications. Candidates for promotion and/or tenure should submit copies of not more than five (5) of their most important publications that were printed or accepted for publication since their last promotion.
- viii. Education Portfolio.

Faculty for whom teaching is not a major area of emphasis are required to compile evidence supporting the significance and impact of the faculty's work in education. Examples of evidence are outlined in Section VIII paragraph C.

Faculty for whom teaching is a major area of emphasis are required to compose a more extensive Teaching Portfolio that can be used to help develop their teaching narrative and submitted as a separate, secondary document to their Promotion & Tenure application packet. The Teaching Portfolio should contain only relevant materials which provide support of the significance and impact of the faculty's teaching and reputation (local, regional, national or international). Recommendations for developing a teaching portfolio are provided at the UNMC Academic Affairs website (<http://www.unmc.edu/academicaffairs/faculty/promotion-tenure.html>).

A digital teaching portfolio can be created by providing an outline of teaching activities. The listed items are examples, and not expectations that all items should be included in a portfolio. Focus on most significant accomplishments.

Preparing a Teaching Portfolio: Example Items and Outline

- Roles, responsibilities, and goals

- Teaching philosophy
- Documentation of instruction
- List of courses/instruction and hours spent
- Recordings for asynchronous learning
- Interactive tutorials developed
- Research guides
- Course materials
- Class outline/syllabus
- Handouts
- PowerPoint slides
- Description of class activities
- Assessment/evaluations
- Student evaluations and feedback
- Peer reviews
- Comments received from instruction consultations
- Mentoring other teachers/teacher assistants
- Letters from students and colleagues
- Honors and recognitions
- Teaching awards from the profession
- Teaching awards from department, college, or university level
- Invitations to consult, provide a workshop, write articles, etc.

Letters from prior trainees (but not current trainees, due to conflict of interest) may be useful in support of the candidate's teaching activities; such letters may be included as part of a Teaching Portfolio but should not be part of the "Letters of Evaluation."

Section IV: Review Process

The Promotion and Tenure Committee of the McGoogan Health Sciences Library is a standing committee appointed by the Dean of the McGoogan Health Sciences Library. The committee reviews the application materials for each candidate and makes a recommendation to the Dean regarding promotion or tenure. The committee recommendation is also communicated to the candidate's Department Chair. The Dean makes the decision regarding each candidate's application for promotion and tenure and provides a written notification to the candidate and their Department Chair of their recommendation. This recommendation is then forwarded to the Chancellor for final review.

Conflict of Interest: To ensure objectivity during the Promotion and Tenure process, any conflicts of interest that create an apparent or actual bias by evaluators must be declared and managed. All committee evaluators who have a relationship with the candidate should make that relationship known (e.g. member of same department, current or past collaborator), consistent with University policies and this guideline. A conflict of interest can occur when an evaluating party might realize professional or personal gain or loss based on the promotion and tenure outcome of a candidate.

A list of Promotion & Tenure Committee members is available from the Department Chair, which should be passed on to the candidate. If a candidate believes there is a potential or actual conflict of interest between themselves and a committee member, the candidate may petition for that committee member to recuse themselves during the promotion and tenure decision of the

candidate. These requests should be included in the candidate's promotion and tenure application folder.

Section V: Request for Reconsideration

The Department Chair or the candidate can request reconsideration of a McGoogan Health Sciences Library Promotion and Tenure Committee recommendation. A written request for reconsideration must be submitted to the Dean within 10 working days after written notification of the recommendation by the Committee. An ad hoc committee, appointed by the Dean, will review the request for reconsideration and will forward a recommendation to the Dean within 30 days of the request for reconsideration or prior to the deadline for submission to the Chancellor, whichever is earlier.

Decisions by the Dean regarding promotion or tenure will normally be considered final for that year, with the exception that an individual who alleges that the decision of denial of promotion or tenure was prejudiced or capricious may submit a written appeal to the Chancellor within 15 days after receiving written notification of the Dean's decision.

Section VI: Promotion and Tenure in Different Academic Appointments

It is recognized that all faculty considered for promotion and tenure under these guidelines hold one of the types of faculty appointments in the McGoogan Health Sciences Library authorized by Section 4.4 of the Bylaws of the Board of Regents of the University of Nebraska. Specific Term Appointments (Section 4.4.2 of the Bylaws of the Board of Regents) are not used by the UNMC McGoogan Health Sciences Library.

A. Guidelines for Promotion.

The **promotion** component of the Promotion and Tenure Guidelines applies to the following types of appointments:

1. Health Professions Faculty Appointment. Members of the full-time faculty at the University of Nebraska Medical Center may be employed by a "Health Professions Faculty Appointment" established by the Board of Regents on May 6, 1988, in Section 4.4.7 of the Bylaws of the Board of Regents. Any person serving on a Health Professions Faculty Appointment may apply for promotion and/or tenure. Applications for promotion and tenure will be reviewed in accordance with the University of Nebraska Medical Center standards for promotion and continuous appointment (tenure) as approved by the Chancellor pursuant to Section 4.5 of the Bylaws of the Board of Regents.
2. Special Appointments. Special Appointments are described in Section 4.4.1 of the Bylaws of the Board of Regents. Academic-administrative appointments in this category **do not** lead to the acquisition of tenure. Any person serving on a Special Appointment may apply for promotion according to the Promotion and Tenure Guidelines. Special Appointments also include:
 - a. *Part-time Appointments*: These Special Appointments are described under Section 4.4.1 (2) of the Bylaws of the Board of Regents and comprise faculty who are hired at less than full-time (1.0 FTE).
 - b. *Courtesy Appointments*: An appointment in an academic department for an individual who is on an active pay status in some other department or unit of the University of Nebraska.

(See Section IV.D. per COM policies.)

- c. *Adjunct Appointments*: A non-pay appointment in an academic department for an individual who is on a volunteer (non-pay) status and is not on active pay status with any other unit at the University of Nebraska.
 - d. *Clinical Appointments*: These Special Appointments are described under Section 4.4.1 (9) of the Bylaws of the Board of Regents and comprise faculty who are hired, regardless of FTE, for the primary purpose of providing health care with varying responsibility for teaching or research. The "Guidelines for Promotion of Clinical Faculty" (see Section X, Sub-Section A and B) and "Examples of Activities for Promotion of Faculty" (see Section X, Sub-Section C) apply to this type of Special faculty appointment.
3. Continuous Appointment. Continuous Appointments are described in Section 4.4.3 of the Bylaws of the Board of Regents. Faculty who have obtained continuous appointment are eligible for promotion.

B. General Criteria for Advancement to Each Rank.

All criteria for advancement in rank are cumulative, e.g., a candidate for Associate Professor must meet the criteria listed for Assistant Professor plus those listed for Associate Professor.

Candidates for promotion to each rank below must meet both the general and specific criteria as described in Section VIII. General criteria must be met before specific criteria are applied. Examples of activities that can be utilized to demonstrate excellence and productivity in each of the three areas of emphasis (education, scholarship and creative activities, and service and administration) are detailed in Section VIII. Multiple examples of activities must be met to demonstrate meeting the specific criteria for each area. Because the possible combinations of activities are individually variable, clear presentation and documentation of the rationale for their selection is the responsibility of the candidate and their Department Chair.

1. Assistant Professor. Library faculty are generally hired at this rank and must have completed the terminal degree (minimum of a Master's Degree) that are standard prerequisites for an academic appointment in their discipline. Exceptions to this requirement will be limited to those cases where documented professional accomplishments are sufficient to merit waiver of the standard. Individuals at this rank will demonstrate competence in education, have a documented research and creative activity agenda, and will have evidence of service and/or administration commitments. Additionally, the candidate must demonstrate evidence of achievements as outlined in Section VIII.
2. Associate Professor. Prior to eligibility for promotion to the rank of Associate Professor, an individual normally will have served four-to-six (or more) years at the rank of Assistant Professor. It is possible for a candidate to be promoted to Associate Professor after less than four years at the rank of Assistant Professor; however, such a recommendation usually represents exceptional accomplishments on the part of the candidate.

To be promoted to Associate Professor, an individual must demonstrate significant, sustained achievement in at least two of the three areas of emphasis described in Section III; demonstrate independence, leadership and creativity; and display an emerging regional or national reputation. The candidate must demonstrate evidence of

achievements as outlined Section VIII.

3. Professor. An individual being considered for promotion to Professor normally will have served in the rank of Associate Professor for five-to-seven (or more) years. It is possible for a candidate to be promoted to Professor after less than five years at the rank of Associate Professor; however, such a recommendation usually represents exceptional accomplishments on the part of the candidate.

The candidate must demonstrate the highest level of excellence and have a sustained record of outstanding accomplishment in at least two of the three areas of emphasis described in Section III, with continued achievement in the other area of emphasis, show clear evidence of leadership, make lasting contributions appropriate to the mission of the library, and enhance the prestige of the library and UNMC. Further, the candidate must have fully achieved national or international recognition for their contributions to their discipline. Promotion to this rank should be reserved for those individuals who have accomplished a sustained level of achievement as outlined in Section VIII. As with promotion to Associate Professor, the areas of academic endeavor that is of prime importance may vary by discipline and department, as well as by individuals within a department. Professional publications will be an important element in the assessment of national or international recognition, although other factors and achievements will be considered (e.g. evidence that the candidate is a key member of a scholarly team or plays a key role in supporting the activities of multiple investigators or developed educational/ curricular materials used nationally by other universities).

C. Guidelines for Tenure (Continuous Appointment)

Continuous appointment or tenure is an attainment by a faculty member who has demonstrated the professional and personal qualifications required for acceptance as a permanent faculty member. It is the most significant reward given by the University and, therefore, should be made separately and independently of other reward systems such as promotion and salary increase. Individuals holding a Health Professions Faculty Appointment, as described in Section 4.4.7 of the Bylaws of the Board of Regents of the University of Nebraska, are eligible to be considered for tenure.

A recommendation for tenure will be made only on the basis of demonstrated and documentable academic achievement using the Criteria for Promotion and Tenure (Section VIII of these Guidelines). The recommendation for tenure will be based on the academic endeavors achieved in education, research and creative activity, and service and administration. Evaluation of academic achievements will be made by considering quality of publications and excellence in the faculty member's field of specialization as demonstrated by recognition of their achievements and recommendations by peers not only within the University of Nebraska but also, where practicable and feasible, at other major Universities. Each recommendation for tenure should emphasize the contribution that the candidate has made to the educational needs of the Department, Unit, or UNMC.

Section VII. Post-Tenure Review

The UNMC guidelines for Post-Tenure Review are detailed in Section VI. of the "UNMC Guidelines for Submitting Academic Promotion and Tenure Recommendations." Please refer to those guidelines for the post-tenure review process.

As indicated by the footnote in Section VI. 2. a. (1) of the UNMC document noted above, each

unit (College or Institute) is required to define the standards for substantial and chronic deficiency. Attached as Appendix F to the “McGoogan Health Sciences Library Promotion and Tenure Guidelines” is the approved document that defines “substantial and chronic deficiency” for the McGoogan Health Sciences Library.

Section VIII. Criteria for Promotion and Tenure in the Health Professions Faculty Appointment, for Promotion in the Continuous Appointment, and for Promotion of Faculty on Special Appointments (including Courtesy Faculty Appointment).

A. Eligibility

Individuals should have completed the terminal degree (minimum of a Master’s Degree), and have responsibilities in education, perform educational research or other scholarly/creative activities, and provide professional service in the library.

B. Criteria for accomplishments according to academic rank

Criteria for accomplishments defined by this document do not specify any set number that should be demonstrated for continuous appointment or promotion to a specific rank. Accomplishments are arranged in areas for the academic rank and illustrate advancing achievement across the ranks. Although there are no exact time requirements, it is unusual for promotion to occur less than 4 to 6 years after achieving the rank of Assistant Professor and 5 to 7 years after achieving the rank of Associate Professor.

Required Accomplishments for Promotion to Academic Rank and or Tenure			
Associate Professor	One area at assistant professor rank	and	Two sustained areas of accomplishment at associate professor rank and emerging reputation of regional or national scope
Professor		One area at associate professor rank	and Two sustained areas outstanding accomplishment at professor rank and fully achieved national or international recognition
Required Accomplishments for Tenure (Continuous Appointment)			
Tenure	Competent in one area	and	Sustained record of accomplishment in two areas

The following table identifies EXAMPLES of accomplishments for the corresponding rank.

EDUCATION		
Assistant Professor	Associate Professor	Professor
<ul style="list-style-type: none"> • Contributes to library, outreach, archives, and/or museum programs. • Utilizes known best practices to provide access to library collections and information resources, to support campus research efforts, and/or develop learning materials. • Maintains continuing education/professional development pertaining to job responsibilities. 	<ul style="list-style-type: none"> • Develops and/or improves effective library, outreach, archives, and/or museum programs. • Demonstrates innovation in providing access to library collections and information resources, supporting campus research efforts, and/or developing learning materials. • Mentors junior faculty, interns, and/or students. 	<ul style="list-style-type: none"> • Significant participation in innovative library, outreach, archives, and/or museum programs that have national or international impact. • Displays leadership in providing access to library collections and information resources, supporting campus research efforts, and/or developing learning materials. • Mentors mid-level and senior faculty.
RESEARCH AND CREATIVE ACTIVITIES		
Assistant Professor	Associate Professor	Professor
<ul style="list-style-type: none"> • Evidence of initial publication success, including exhibit text. • Actively involved in educational research/scholarly activity or investigation. • Local presentation of research results to library faculty and staff. • Dissemination of projects and creative works related to digital or public scholarship. • Co-investigator/ collaborator/consultant status on funded grants. 	<ul style="list-style-type: none"> • Evidence of a portfolio of high quality publications, including exhibit text. • Success in obtaining grants or contracts. • Presentation of scholarly work, creative activity, or research at regional or national professional meetings 	<ul style="list-style-type: none"> • Editor/author of a textbook adopted or translated for teaching at other institutions. • Serves as Principal Investigator on a nationally competitive grant. • Receives a UNMC, University-wide, regional, or national award. • Invited to present lectures or develop exhibits at the national or international level.
SERVICE AND ADMINISTRATION		
Assistant Professor	Associate Professor	Professor
<ul style="list-style-type: none"> • Contributions to the University through roles in library committees, campus committees, or 	<ul style="list-style-type: none"> • Demonstrates innovation and skill in leading library activities, programs, and/or a department. 	<ul style="list-style-type: none"> • Leads national or international professional organizations committees.

<ul style="list-style-type: none"> other service to the university and public. Demonstrated contributions to professional organizations at the local, state, regional, or national level. Demonstrated ability to lead library activities, programs, and/or a department. 	<ul style="list-style-type: none"> Leads state or regional professional organization committees. Holds administrative appointments in state or regional professional organizations. Consultant for private sector, government, nonprofits, foundations, or corporations. Serves as an expert on regional panels, committees, or journal editorial boards. Attracts substantial gifts or endowments. 	<ul style="list-style-type: none"> Serves as an expert on national or international panels, committees, or journal editorial boards. Holds administrative appointments in national or international professional organizations. Consults regionally or nationally. Attracts substantial gifts or endowments. Recipient of national service awards.
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C. Examples of Evidence for Evaluating Education

Library faculty job descriptions and workload allocations will vary depending on their specialization. The examples of evidence for evaluation are not prescriptive but are intended to reflect the diverse nature of library faculty work. Faculty for whom teaching is a major area of emphasis will develop a teaching portfolio for evaluators. Faculty for whom teaching is not a major area of emphasis will develop an education portfolio to document their work. Evaluators should look for the types of evidence listed below.

- Campus, professional, and/or community feedback or evaluations of educational activities, outreach activities, and/or exhibitions.
- Peer review of educational activities, outreach activities, and/or exhibitions.
- Work products demonstrating mastery in education such as resource description, data management, information retrieval, reference and user services, collection management, etc.
- Examples of physical or digital exhibits.
- Honors or recognition pertaining to the faculty member's area of responsibility.
- Certifications or credentialing pertaining to the faculty member's areas of responsibilities.
- External letters of evaluation from individuals with professional expertise to assess the importance of the faculty member's Education activities in relation to professional peers.

D. Examples of Evidence for Evaluating Research and Creative Activities

- Successful acquisition of funds through peer-reviewed mechanisms or through corporate research programs, and publications of results in peer-reviewed literature are most often used as indicators of the quantity and quality of research/scholarly activity. However, evaluation of scholarly activity, especially that conducted outside the traditional boundaries of research, should not emphasize only the quantity of work produced, but also its quality and impact. McGoogan Library values contributions to the common good through choices of open scholarship, public scholarship, or collaborative scholarship and research. The list below includes some examples of evidence of quality in scholarly and creative activities.
- Invitations to chair or organize symposia, to edit books or provide book chapters, and

- other activities which demonstrate the reputation of the scholar.
- Recognition such as relevant citations, incorporation into policies, and/or community engagement or news reporting.
- Recognitions such as conference or research awards for scholarly or creative works.
- Invitations to present research or creative works.
- External letters of evaluation from individuals with professional expertise to assess the relative importance of the faculty member's work and their status in the academic community.

E. Examples of Evidence for Evaluating Service and Administration

Service includes, but is not necessarily limited to, activities in the following units and subunits: McGoogan Health Sciences Library, other UNMC colleges or institutes, Nebraska Medicine, Children's Nebraska, and University of Nebraska System, as well as service to the profession and administrative assignments. Evidence for evaluating service and administration includes examples from the following list.

- Campus and/or community feedback or evaluations of service and administration activities.
- Leadership roles or administrative appointments that elevate the reputation of the library.
- Documentation of service and/or administration work to the campus or community related to the faculty member's areas of responsibility.
- External reviews or evaluations from individuals with expertise to assess the importance of the faculty member's work or its significance in the community.
-

ACCEPTANCE OF THE McGoogan Library Promotion & Tenure GUIDELINES

Approved by the faculty: February 26, 2025

APPENDIX A:

Transmittal Form for Recommending Promotion and/or Tenure*



Transmittal Form for Recommending Promotion and/or Tenure*

Name: Degree(s):
Department/Division: College:
Initial UNMC Rank: Date of Initial Rank:
Current Rank: Date of Last Promotion:
Appointment Type: ☐ Special ☐ Health Professions ☐ Continuous
Effective Date of Promotion and/or Tenure (if approved):
Tenure Requested: ☐ Yes ☐ No
Promotion Proposed: ☐ Yes ☐ No Proposed Rank:
Are you petitioning that a Committee Member be recused from your P&T decision process? ☐ Yes ☐ No
If yes, which Committee Member?

Recommendations

Department/Division	Promotion	Tenure	Signature
Department Committee	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Department Chairperson	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
<u>Individual</u> notified in writing on: <input type="text"/>			

College	Promotion	Tenure	Signature
College Committee	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Dean	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
<u>Individual</u> notified in writing on: <input type="text"/>			

Chancellor's Office	Promotion	Tenure	Signature
Chancellor	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Dean of College/Institute Director notified in writing on: <input type="text"/>			

Appeals

Appeals Filed: ☐ Yes ☐ No If "yes," attach all documentation

* Faculty members holding appointments (paid or courtesy) in more than one academic unit, must concurrently pursue the documentation and review processes in each department in which promotion is proposed. Separate Transmittal Forms are required.

APPENDIX B: Curriculum Vitae (CV) Format

Name in full Campus address

Education (indicate years attended¹ and degrees granted) Post-degree training (include years¹)

Continuing education training (optional)

Academic appointments in reverse chronological order, (i.e., list present position first) indicating years²

Certifications and licenses.

Grant/contract support in reverse chronological order, (i.e., list present support first) and for each grant supply the following information:

- Grant title
- Funding agency
- Start and end dates
- Total dollars (direct cost)
- Name of principal investigator and name of co-investigator Study sections (list agency, study section title, role, begin and end dates) Patents (list both those pending and those awarded)
- Other appointments or positions not given above (e.g., private practice)²

Consulting positions² (academic, government, and industry; also include editorial duties) Military service²

Honors and awards

Memberships and offices in professional societies

Committee assignments (list service on departmental, medical staff, college, medical center, and university committees since appointment or last promotion; note years of service¹ and chairs)

Presentations (include primarily invited presentations at regional, national, and international meetings; and invited seminar presentations at institutions outside the University of Nebraska Medical Center. Presentations associated with voluntary, non-refereed abstracts or preliminary communications also may be included, but limited to the 5 most significant or recent presentations.)

Community Service/Outreach

Publications

Publications are to be organized in chronological order (old to new) under the following headings. Please note that inclusive pagination is required where appropriate.

- a. Articles published in scholarly journals
- b. Articles accepted for publication in scholarly journals (please attach copy of letter of acceptance)
- c. Articles submitted for publication in scholarly journals
- d. Books published (also note books in preparation, submitted or in press)
- e. Chapters in books
- f. Books or journals edited
- g. Abstracts and preliminary communications (limit to one page of most recent and important)
- h. Published audiovisual or computer-based educational materials and computer software (video, audio, multimedia slides and video, slides and audio, broadcast, etc.; indicate which have been "peer-reviewed" by hosting site such as MedEd Portal).
- i. Published continuing education materials, on-line courses.

¹ Indicate month and year

² These items should comprise a complete list of gainful employment since acquisition of the terminal degree. If there are gaps in this chronology, an explanation should be offered, including dates as defined in footnote 1.

APPENDIX C

Education Activities

Documentation in support of Education Activities should be provided since the last major review or a minimum of the last two years. Examples of education activities are outlined in Section II, Paragraph C. Examples of evidence used to evaluate education activities are found in Section VII, Paragraph C.

Teaching Portfolio

The Teaching Portfolio is a separate document and should not be included in Appendix C.

Library Faculty who have a major teaching role are required to develop a Teaching Portfolio which can be used to help develop the teaching narrative and provide supporting evidence of the significance and impact of their teaching. Faculty will submit their Teaching Portfolio as a separate, supplemental document for review by the Promotion & Tenure Review Committee. General information for developing a teaching portfolio is available and detailed on the UNMC [Academic Affairs website](#).

APPENDIX D

UNIVERSITY OF NEBRASKA

McGoogan Health Sciences Library

Letters of Evaluation for Faculty Promotion or Tenure [include year]

Name: _____ (please print or type name)

Department: _____

As you know, letters of evaluation reflect the national reputation of the candidate and assist the Promotion and Tenure Committee in discerning the impact of a candidate's contributions. Unbiased letters are important and are likely to be most credible if you allow them to be confidential. You do have the right to waive or retain your rights to read letters as you indicate below.

Please check one box:

I, _____, ☐ waive ☐ retain my right to see the letters of evaluation obtained for my promotion or tenure review.

Faculty Signature Date

Updated form

APPENDIX E

University of Nebraska McGoogan Health Sciences Library Promotion and Tenure Advisory Committee

A. Constitution of the Promotion and Tenure Advisory Committee

For each promotion and tenure cycle, a library-level Promotion and Tenure Advisory Committee (hereafter referred to as the Advisory Committee) will be established to advise candidates about the necessary components they need to document and compile for a complete packet or portfolio as required by the McGoogan Health Sciences Library' Promotion and Tenure Committee. It is expected that the Advisory Committee, appointed by the Dean, will consist of three or more faculty at, or preferably, above the academic rank sought by any candidates in the current cycle. Membership of tenured faculty on the Advisory Committee is preferred, especially when applications for tenure are expected. However, there may be circumstances that make it impossible to achieve the desired committee composition. The Department Chairperson or equivalent may not serve as an advisor on the advisory committee during any term one of their direct reports will be seeking promotion or tenure. It is recommended that some continuity in the Advisory Committee be established by utilizing staggered terms of appointment for the members.

B. Responsibilities of the Library Promotion and Tenure Advisory Committee

This Advisory Committee will provide advice to candidates preparing promotion or tenure application packets. Specifically, they will help the candidate determine which of the candidate's activities, projects, creations, and accomplishments should be documented in their application, and provide guidance on the best way to document these activities, etc., to produce a complete application packet or portfolio, as required by the McGoogan Health Sciences Library' Promotion and Tenure Committee. Within this process, the candidate is responsible for providing, writing and assembling a complete application packet.

Provided the candidate is interested in receiving advice prior to formal application for promotion and tenure, the process allows for the Advisory Committee to review a candidate's material for the purpose of advising and making recommendations to the candidate about the composition of the candidate's application packet in accordance with the Promotion and Tenure Guidelines and format. The candidate owns the responsibility for following and adhering to the advice, guidelines and formatting instructions. Engagement with the Advisory Committee is not mandatory.

If the candidate chooses to engage with the Advisory Committee, they must do so no later than sixty (60) days prior to the deadline for submission of their final promotion and tenure packet. This is to ensure adequate time for the Advisory Committee to review the application packet and make recommendations to the candidate. The Advisory Committee shall meet with the candidate to deliver their comments regarding the

strength and completeness of the packet.

APPENDIX F

UNIVERSITY OF NEBRASKA
McGoogan Health Sciences Library

Promotion and Tenure Committee Recommendation for Post-Tenure Review

Definition of “Substantial and Chronic Deficiency”

INTRODUCTION

The Board of Regents approved a Post-Tenure Review Policy on February 28, 1998. In compliance with this policy, Section VI. Post-Tenure Review was added to the *University of Nebraska Medical Center Guidelines for Submitting Academic Promotion and Tenure Recommendations*. This Section states that, “The standards for substantial and chronic deficiency shall be determined by the faculty in each unit (College or Institute) and, when approved by the appropriate Dean or Institute Director and the Chancellor, shall become part of its evaluation procedures.” Therefore, the McGoogan Library’s Promotion and Tenure Committee developed the following document to address this issue.

WORKING ASSUMPTIONS

1. Faculty are responsible for teaching, research/scholarship, service/administration, and clinical service (if applicable). A faculty member demonstrating “substantial and chronic deficiency” in performing the activities that initially resulted in the granting of tenure could be subject to a post tenure review.
2. Clearly defined, circumscribed issues such as personal illness, family leave, or similar events would not be considered in invoking “a substantial and chronic deficiency.” However, if health or family issues persist the faculty member must seek accommodation for the ongoing limitation with specific efforts to accomplish the core functions of the position.
3. The faculty member retains the right to submit an appeal if the rating of “needs improvement” or “unsatisfactory” is assigned in an unfair or capricious manner.
4. The division/department administrator has established “areas of emphasis” regarding faculty member’s contributions to teaching, research/scholarship, service/administration, and clinical service (if relevant). It is expected that faculty members may shift areas of emphasis during the course of a career through agreement with the division/department administrator.
5. Issues of scientific misconduct and poor compliance in patient care will be resolved through the relevant UNMC policies.
6. Egregious clinical or professional misconduct may be addressed through suspension/termination based on division, department or university guidelines.

DEFINITION OF SUBSTANTIAL AND CHRONIC DEFICIENCY

Substantial	an assessment of one “unsatisfactory” or two “needs improvement” evaluations on the annual Faculty Evaluation and Planning document.
Chronic	the continuation of “substantial” problems in performance into the next annual evaluation.

An important assessment would be that the faculty member is performing at a level below that for which

tenure was initially granted.

The division/department administrator reviewing a faculty member who has had such a substantial deficiency should provide a written statement of the issues to the faculty member and assist in defining steps necessary for its resolution. Chronicity becomes relevant if the deficiencies are not resolved or moving in the direction of significant resolution by the next review cycle.

TIME LINE (Excerpted from Section IV, *UNMC Guidelines for Submitting Academic Promotion and Tenure Recommendations*.)

2a. A faculty member shall be reviewed [required review] in accordance with the post-tenure review process when the faculty member receives, after the fourth year of being on continuous contract:

1. A written annual evaluation from the division/department administrator that identifies a substantial and chronic deficiency in the faculty member's performance and clearly states that if the faculty member does not make substantial, acceptable progress toward remedying the deficiency by the next annual evaluation, a post-tenure review will be initiated; and
2. Notification deriving from the next annual review that the division/department administrator has determined that the substantial and chronic deficiency identified in the previous evaluation has not been remedied, that a post-tenure review is appropriate, and that the Dean or Institute Director concurs. Ordinarily, the faculty member shall be provided notification by June 30 that a review will be scheduled for the following academic year.

EXAMPLES OF SUBSTANTIAL PROBLEMS

Education:

- A pattern (i.e., in the prior academic year) of refusing to perform work in the faculty member's areas of responsibility.
- Uncorrected deficiencies identified through peer reviewed assessments.

Research/Scholarship:

- Research efforts are not resulting in publishing information in peer reviewed journals.
- A pattern of not seeking external funding if that is a core responsibility.
- A pattern of not presenting abstracts or lectures at relevant professional organizations.

Service/Administration:

- Failure to accept committee assignments consistent with one's responsibilities.
- Does not actively participate in or contribute to assigned committee work.
- Repetitive inability to perform assigned administrative tasks.

ACCEPTANCE OF THE McGoogan Library's Promotion & Tenure GUIDELINES FOR POST-TENURE REVIEW

Approved by the faculty: February 26, 2025