

## McGoogan Library Promotion and Tenure Schedule

**Approximate dates for 2023-2024 (July 1, 2023 - June 30, 2024)**

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

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

Library-specific information is available on the library intranet in the [Promotion and Tenure folder](#), within the Policies area.

- August 31, 2023: Faculty interested in promotion or tenure notify either Associate Dean or Dean (if do not report through Associate Dean) of their interest. The Associate Dean notifies Dean of any faculty interest. Faculty member reviews packet requirements and resources with Supervisor.
- September 6, 2023: Dean notifies Business Operations Administrator that a promotion and tenure process will begin for specific faculty members.
- September 17, 2023: Faculty member supplies Dean, Associate Dean, and Business Operations Administrator of 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 only clear relationship (research collaborator, co-author, etc.). Faculty members only suggest evaluators and should not approach them.
  - Submit a waiver form either waiving or not waiving right to see external letters of reference.
- September 18, 2023: Associate Dean and Dean decide to include an additional external evaluator of their choice.
- September 24, 2023: Business Operations Administrator 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 11, 2023: Faculty member meets with Associate Dean or Dean (see 8/31/23) for a preliminary review of their packet.

- October 25, 2023: Faculty member supplies Dean, Associate Dean, and Business Operations Administrator their promotion or tenure packet. It includes:
- Curriculum vitae in UNMC format
  - Narratives for each of the three or four areas of academic endeavor
  - Links to publications, or copies if they are unavailable
  - Transmittal form
- October 29, 2023: Business Operations Administrator contacts external evaluators with the packet for their review. The deadline for their response is December 1, 2023. The packet, sent via email, includes the promotion guidelines, curriculum vitae, waiver, faculty narratives, and links to publications.
- November 8, 2023: Dean appoints Peer Review Committee and Chair. For promotion to rank higher than associate professor or for tenure, committee members and chair will include non-library faculty.
- December 1, 2023: Deadline for external evaluations. Business Operations Administrator forwards to Associate Dean and Dean.
- December 1, 2023: Faculty member supplies Dean, Associate Dean, and Business Operations Administrator any updates to documentation supplied on October 25, 2023.
- December 2, 2023: The Associate Dean or Dean begins review of documentation from the faculty member, including letters from external evaluators.
- December 8, 2023: Associate Dean or Dean decides whether to advance a recommendation to the Peer Review Committee. The Associate Dean communicates the decision in writing to the faculty member, whether positive or negative. If the decision is negative, the faculty member has until December 20, 2023, to submit in writing to the Dean his/her arguments. The appeal must be resolved prior to February 1, 2024. The faculty member may submit a written appeal to the Chancellor within 15 days after receiving written notification of the Dean's decision.
- December 17, 2023: Prior to this date, a faculty member has the opportunity to add supplemental material to the peer review file.

- December 20, 2023: Associate Dean or Dean provides Business Operations Administrator the recommendation for the Peer Review Committee, along with written summary of the primary reason(s) for supporting the recommendation.
- December 23, 2023: Business Operations Administrator provides all documentation to the Peer Review Committee.
- February 1, 2024: Peer Review Committee reviews all documentation, including Associate Dean or Dean's recommendation. Decides whether to advance the recommendation to Dean. Notifies the Dean, in writing, of all decisions. Forwards sufficiently detailed positive and negative recommendations to the Dean along with a written summary of the primary reason(s) for supporting or opposing the recommendation. Ensures appropriate confidentiality of committee recommendations until the final approval of the recommendations by the Chancellor.
- February 28, 2024: Dean reviews all documentation, including recommendations from Associate Dean and Peer Review Committee. Decides whether to advance the recommendation to the Chancellor. Notifies appropriate individuals, in writing, of all decisions. Forwards Peer Review Committee recommendation, along with written summary of the primary reason(s) for supporting or opposing the recommendation.
- March 15, 2024 (TBD): All recommendations are received by Academic Services and forwarded to Chancellor's Office.
- June 2024: Chancellor reviews all documentation. Makes decision on recommendation from Dean. Reports to President and Board of Regents for their information.
- July 1, 2024: Promotion to new rank, if approved, takes effect.