****

**Submitting Promotion and Tenure paperwork**

**Submission Deadlines**

All recommendations for the awarding of Continuous Appointments (tenure) and/or for promotion must be received in the Chancellor, or designate, office by the date indicated on the Promotion and Tenure website. This is generally the second or third week in March.

**Documentation**

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.

Promotion and Tenure documents should be uploaded to the designated Teams folder. Examples of how to load documents to the Teams folder are on page two.

1. UNMC Transmittal Form: Transmittal forms are required for promotion and tenure requests regardless if they are approved or denied.

All transmittal forms should be compiled into one single folder.

1. Dossier documents: Each faculty member requesting promotion and/or tenure should have a separate file.

Documents should be compiled in the file in the following order:

 Chairperson’s letter of recommendation

 Curriculum Vitae

Narratives; evidence of teaching accomplishments, scholarly activity, and outstanding professional service

External letters of evaluation

Copies of publications

If you have any questions about how and where to load promotion and tenure documents, please reach out to Sue Welch in Academic Services



