

GUIDELINES FOR THE PREPARATION OF PROMOTION AND TENURE DOCUMENTS

Department of Agronomy and Horticulture

(Approved by faculty vote - June, 2022)

The Promotion and Tenure (P&T) Committee of the Department of Agronomy and Horticulture (A&H) offers the following guidelines for the preparation of documents for faculty members seeking promotion and tenure. The guidelines are intended to facilitate the development of effective promotion and tenure materials that clearly reflect the accomplishments and impacts of the body of work of a candidate and align with the IANR guidelines. This document is intended for promotion and tenure from Assistant to Associate Professor and promotion to Full Professor. The P&T document should reflect the accomplishments and impacts of a candidate's work and the contents of the document should be guided in part by annual feedback from mentor(s) and the P&T committee until the final submission.

GUIDELINES

1. It is highly recommended that pre-tenured faculty develop and submit a P&T document for review by the P&T Committee following their third full tenure-year. For pre-tenured faculty, this document should be similar to the package that will eventually be submitted for tenure consideration. The document will allow feedback from the P&T Committee on the candidate's program development, accomplishments, and impacts. It should be reviewed by the mentor(s) for feedback prior to submission to the Committee. The document should be submitted to the Committee for feedback at least three months before submission of the final dossier.
2. The components of the document (see candidate statement section below) should be based on and be weighted according to the candidate's apportionments (Teaching and/or Research and/or Extension).
3. The document will include sections regarding the impact of each component, written in a manner understandable by reviewers outside the specific area of expertise. Impacts should include statements regarding how the candidate's work is related to the missions of the department, IANR, and UNL as well as impacts of research, extension, and teaching activities. It should include how the faculty member creates, executes, directs, and collaborates on work that amplifies the impact of UNL. Furthermore, the document will clearly show links among the candidate's primary responsibilities. For example, it will state how a research program impacts a candidate's extension and/or teaching responsibilities.
4. To make the document a reasonable length for the committee, include only evidence justifying that the candidate has accomplished significant creative scholarship that is peer reviewed and publicly shared, effective engagement with students or stakeholders, and evidence of measured impact. All sections will focus on accomplishments and the impacts of the activities. Simply listing

accomplishments (i.e., number of publications, number of presentations in field days, courses taught) without showing impacts is discouraged. Significant honors recognizing excellence in any of the areas of scholarship should be documented. The narrative of the document excluding position description, letters of reference, CV, summary, and appendices should be no more than **15 pages** (12 pt font size, single spaced). The proportion of the narrative should reflect the candidate's apportionment. For instance, a candidate with 60% research, 38% teaching, and 2% service appointment will write approximately 9 pages for research, 5 pages for teaching, and <1 page for service.

5. It is the candidate's responsibility to make sure that all material is well written, complete, and organized. Therefore, a Table of Contents (Summary) should be included at the start of the document, which will not be counted towards the page limit. Because the committee is required to limit discussions to what is in the document, all accomplishments and impacts must be clearly documented. A well-written document should tell a clear story about the candidate's work and impacts. It should be concise but long enough to include relevant accomplishments and impacts.

DOCUMENT CONTENTS

- a. **Curriculum Vitae** (15 pages maximum). It should include the following:
 - i. Current Position (position and % teaching, research and/or extension).
 - ii. Education (degrees, specialization, degree-granting institutions and dates).
 - iii. Academic Experience (employment history or faculty positions held).
 - iv. Contribution to Professional Organizations (intramural and extramural services).
 - v. Invited intramural and extramural presentations and seminars.
 - vi. Awards or Honors (recognition of research, extension, and teaching activities).
 - vii. Peer reviewed journal articles and book chapters (published or in press including DOI numbers). The list should separate work initiated at UNL from work initiated at previous institutions even if the work was written while at UNL. Clearly state candidate's contribution to each publication (e.g., this was candidate's student manuscript or I was on the student's thesis committee). The place of the candidate's name in the list of names on a manuscript is not sufficient to judge the extent of candidate's contribution. Include indicators of impact (#6 below).
 - viii. Peer reviewed extension publications. Non-peer reviewed publications can be concisely summarized in text. It is not necessary to include every extension presentation. Rather, provide an overview of the number of presentations on a general topic, number of individuals affected, and the impact of the presentations/programs.

ix. **Grants.** Clearly spell out the candidate's role on the grant and the dollar amount of the total for each grant allocated to the candidate's program. A Table can be helpful to easily visualize grants including funding type (i.e., external, internal), duration, funding amount, and candidate's grant portion.

b. **Summary page** (1 page maximum). One-page bulleted summary of the most critical points in the document with references to the specific page number in the document where the information is found. To make the summary more readable please include sections for research, teaching, extension and service as applicable.

c. **Candidate statement** (15 pages maximum). This is the core of the P&T document. It will illustrate the importance and significance of the candidate's contributions, accomplishments, and impacts. It will show the candidate's work that represents their most significant deliverables, explain the significance of the work, and states impact. Solving current problems often involves multi-disciplinary and multi-investigator teams. It is critical that the candidate's role(s), contributions, and impacts of those contributions to the team and project outcomes are clearly described in the document.

The content of the document should be based on apportionment:

i. **Program overview** (about 2 paragraphs). An overview directed to a lay audience.

ii. **Research philosophy, goals, accomplishment, and impacts.** This should include the candidate's vision or philosophy, significance of the research program, specific accomplishments, deliverables, and impact. Include candidate's vision or goals for the future of his/her research program and how it contributes to the department, college and university mission and goals or the broader scientific community.

iii. **Extension education/outreach philosophy, goals, accomplishment, and impacts.** The document should include candidate's vision or goals for the future of his/her extension education and outreach programming and how it contributes to the department, and university mission and goals or the broader community.

iv. **Teaching philosophy, goals, accomplishment, and impacts.** This should include the candidate's vision or goals for the future of his/her teaching portfolio and how it contributes to the department, and university mission and goals for the broader scientific community. Include student learning outcome targets for our degree programs and provide a list of courses taught, number of students in each course, and number of student credit hours generated. Include CIEQ results and/or other indicators of quality/performance as well as summaries of student evaluations and surveys to illustrate the teaching impact.

v. **Mentoring.** The document should include a list of past and current graduate students, postdoctoral researchers and colleagues mentored by the candidate. More importantly, the candidate should document mentoring philosophy and

activities similar to research and teaching. For example, how mentoring impacted the mentee's professional development and future career.

vi. Service goals, achievements, and any impacts at the departmental, university, community, national and international levels should be described.

d. **Appendices.** These should be minimized to ONLY the most significant and relevant information. Appendices should not contain any new information not referenced in the Candidate Section. For instance, this section should not contain attachments of entire manuscripts. Refer to the IANR guidelines for the evaluation of faculty: Annual Evaluation, Promotion, Tenure, and Reappointment for examples of information that could be included in appendices.

<https://agronomy.unl.edu/faculty/PromotionTenure/IANR-Guidelines-for-Evaluation-of-FacultyPromotion-and-Tenure04.24.2020.pdf>

6. Impact indicators. The candidate is encouraged to:

i. Provide a measure of impact for both refereed publications (e.g., h-index, i10 index) and journals (i.e., impact factors).

ii. Explain major local, national, and international awards, which should be listed under "Local, national or international recognition" in the document.

iii. Provide an indication of how selective an invitation was for major invitations at national and international meetings or addresses selected by peer review, which should be listed under "Invited lectures presented at regional, national, and international meetings and/or other educational institutions".

iv. Illustrate teaching impact via student evaluations, surveys, and recognitions. It is not necessary to include extensive lists of evaluation comments but selected comments may be exemplified. Share course improvement strategies based on the role and contribution of the course to the curriculum.

v. Provide measures of impact of extension programs. Impacts can include quantitative change in behavior, knowledge, number of producers or stakeholders reached with presentations as well as increases in farm profitability and surveys.

7. Four external letters of reference will be solicited by the Department Head and included in the final document. External reviewers will receive an early version of the full Promotion document, which may be further updated by the candidate closer to the time of final submission to the P&T committee.

Note the P&T Committee will maintain an open communication and interactive process for developing effective promotion and tenure documents. Thus, the candidate should not hesitate to contact the committee chair or any members with questions regarding the preparation of documents and subsequent feedback.