

**Department of Agronomy and Horticulture**  
**Guidelines for Developing an Effective Promotion Document**  
**(Approved by faculty vote – 1/23/2014)**

**Developing an Effective Promotion Document**

The Promotion and Tenure (P&T) Committee of the Department of Agronomy and Horticulture (A&H) offers the following guidelines for faculty members seeking promotion and tenure to maintain open communication with the P&T committee during the entire process, and to facilitate the development of effective promotion materials that clearly represent the body of work of a candidate. The promotion document is considered a living document that changes with the candidate's accomplishments and annual feedback from mentor(s) and the P&T committee, until the final submission on which tenure and promotion decisions will be based. The P&T Committee would like to maintain a transparent and interactive process for developing effective promotion documents.

**Guidelines**

1. Pre-tenured faculty will develop and submit for review to the P&T Committee a promotion document **following their third full tenure-year at rank** (Hereafter referred to as the P&T document). Tenured but not fully promoted faculty will submit their P&T document every other year beginning one full tenure-year after tenure was awarded. The P&T document contains information commonly found in reports of annual activity, but is a **cumulative record of accomplishments and program development**. The P&T document will allow regular feedback from the P&T committee on one's program development and overall accomplishments. This document should be provided to mentors for review one month prior to submission to the P&T Committee as outlined in the 'Timeline for Promotion and Tenure Process' document, available from the A&H administrative secretary, and at <http://agronomy.unl.edu/ptc>.
2. The order of the P&T document (see candidate statement section below) should be based on relative responsibility in the primary areas of scholarship (Teaching, Research, Extension).
3. The P&T document should contain documentation and text clearly stating the importance and impact of one's program, written in a manner understandable by reviewers outside the specific area of expertise. Avoid jargon, acronyms, and other discipline-specific language unfamiliar to those outside the candidate's discipline. Furthermore, the P&T document should clearly show links between the candidate's primary responsibilities (e.g., how a research program effects and is effected by extension programming or how a research program is linked to teaching). Moreover, the document should clearly describe how the candidate's work is related to the larger missions of the department, IANR and UNL. It should be clear how this faculty member creates, directs or collaborates on, and completes work that amplifies the impact of UNL.
4. To make the P&T document a reasonable length for the P&T committee, include only evidence justifying that the candidate has accomplished significant creative scholarship and impact. All parts of the document should focus on documenting creative work and as importantly, its impact. Significant honors recognizing excellence in any of the areas of scholarship, whether primary or not, should be reported (e.g., a teaching award for a person whose primary area is research or extension). Routine tasks expected from all faculty members should be excluded or summarized concisely. As a rough guide, the entire text, excluding letters of reference and appendices, should be no more than **25 pages**.
5. **Contents:**

- a. **Summary page (1 page).** 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.
- b. **Curriculum Vitae.**
  - i. Clearly note % responsibility in teaching, research and/or extension.
  - ii. Note initial date of appointment.
  - iii. Include all published or in press publications, but separate those produced from work at UNL from previous publications. Clearly outline candidate's contribution to each publication. Include indicators of publication quality (see #6 below).
  - iv. Include only peer reviewed extension publications. Number of non-peer reviewed extension publications and where they were published can be concisely summarized in text. It is not necessary to include every extension presentation given. Rather, provide an overview of how many presentations given on a general topic, how many individuals were affected, and their impact.
  - v. Include all grants received and clearly spell out how much of those grants are allocated to candidate's program. Industry gift grants should be summarized in a total.
- c. **Candidate statement.** This is the core of the P&T document. Identifying that portion of the candidates work that represents his or her most significant work, explains why he or she thinks this work is significant, points out what its' impact has been or will be, and clearly defines how programs and responsibilities are linked.

To include as appropriate to assignment:

- i. Program overview. 1-2 paragraphs. This overview should be directed at a lay audience.
  - ii. Teaching philosophy, goals, achievements, and local and broader impacts (1-5 pages). Include candidate's vision of where his or her teaching program is headed and how it contributes to department, college, and university teaching mission and goals. 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.
  - iii. Research/creative activity philosophy, goals, achievements, significance, and impact (1-5 pages). Include candidate's vision of where his or her research program is headed and how it contributes to department, institute, and university mission and goals. Include list of graduate students and their current status.
  - iv. Extension education/outreach philosophy, goals, achievements, significance, and impact (1-5 pages). Include candidate's vision on where his or her extension education and outreach programming is headed and how it contributes to department, institute, and university mission and goals. Include some measures of impact (survey results, estimated economic impact, etc.).
  - v. Scholarly service philosophy goals, achievements, significance, and impact at the department, college, university, professional and community levels (1-5 pages).
  - vi. Service to UNL units and professions with reference to achievements, significance, and impact (1-5 pages).
- d. **Appendices** are allowed but should be minimized to ONLY significant and relevant information. Appendices should not contain any new information not referenced in the Candidate Section. *Refer to Institute of Agriculture and Natural Resources Guidelines for the Evaluation of Faculty: Annual Evaluation, Promotion, Tenure, and Reappointment for examples of information that could be included in appendices.*

<http://agronomy.unl.edu/documents/4128273/9701686/UNL+Guidelines+for+the+Evaluation+of+Faculty.pdf/823e5599-afd8-464c-ae3e-a6f3023ab9ec>

6. **Quality indicators.** Refereed publications should include some measure of the quality of the outlets (e.g., tiers, impact factors, citations). Only papers that have been published or accepted should be in the document. Invited major addresses at national and international meetings or addresses selected by peer review should be listed under “invited lectures presented at regional, national, and international society meetings and/or other educational institutions” with some indication of how selective the invitation was. Attendance at society meetings or research conferences should be summarized without listing the title of every abstract presented at every venue and may be listed under “other evidence of national or international recognition....” Candidates should not let major accomplishments and recognitions get lost in long lists of routine faculty activities.
7. **Collaborative and interdisciplinary work.** Solving current problems usually involves multi-disciplinary, multi-investigator teams of researchers. Effective participation in team research is highly valued by the Department of Agronomy and Horticulture. It is critical that the candidate’s contributions are clearly described in the P&T document including the role(s), contributions, and impacts of those contributions to the progress and outcome of the project.
8. **External letters of reference.** Three external letters of reference are needed to be included in the **final** P&T document. Follow the Department of Agronomy and Horticulture Guidelines for External Letters for Candidates for Promotion and/or Tenure and timeline outlined by the Department Head. External reviewers should receive the full Promotion document as outlined herein.
9. **Additions to the document.** Only corrections and updates of scholarly contributions and grants awarded are permitted after the P&T Committee has met and voted on candidates for promotion. Letters that are included in the promotion document must be received prior to the vote of the P&T Committee on the document.

**Summary of Process for Promotion and Tenure  
Agronomy and Horticulture Department**

Mentoring	Annual Evaluation	Tenure and Promotion
<ul style="list-style-type: none"> <li>• Identify senior mentor within six months of initial appointment</li> <li>• Meet with mentor(s) at least once a year but more frequent meetings are encouraged</li> </ul>	<ul style="list-style-type: none"> <li>• Document your activities and accomplishments on your annual report of faculty accomplishments</li> <li>• Obtain feedback from mentor(s) on your annual report prior to submission</li> <li>• Meet with mentor(s) to obtain constructive feedback and suggestions after evaluation has been completed</li> </ul>	<ul style="list-style-type: none"> <li>• Following the third full year at rank, and annually thereafter, prepare a draft promotion document following the A&amp;H and IANR guidelines.</li> <li>• This will allow you to compile and weave your program story and to obtain constructive feedback from the P&amp;T committee before your official application time</li> <li>• Consult your mentor(s) as you prepare the draft promotion document</li> <li>• Consult example promotion documents for ideas on preparing your file</li> <li>• Meet with the promotion and tenure committee after draft document has been evaluated</li> <li>• Provide a departmental seminar after the 3<sup>rd</sup> year and before your official application to provide an overview of your program; and how your program contributes to the A&amp;H and UNL's mission</li> </ul>
<p>See A&amp;H recommendation document: "P &amp; T Committee Structures and Mentoring Process" (<a href="#">link</a>)</p>		<p>See A&amp;H recommendation document: "Guidelines for Developing an Effective Promotion Document" (<a href="http://agronomy.unl.edu/documents/4128273/9701686/Developing+an+Effective+Promotion+Document.pdf">http://agronomy.unl.edu/documents/4128273/9701686/Developing+an+Effective+Promotion+Document.pdf</a>)</p>