

Department of Agronomy and Horticulture
2024 Timeline for Promotion and Tenure
Process

Notification Date	Action	Attachments & Comments	Due Date
March 21 to Eligible Faculty	<u>Head sends email to eligible faculty to determine who may be considering promotion/tenure, providing due date.</u>		March 27
March 28 To Submitting Faculty Member	<p><u>Head sends follow-up letter to candidates who have responded with the following information and requests:</u> Requests candidate(s) to submit to Head by due date: 1) Names of 5 external reviewers w/contact information 2) List of individuals with potential conflict of interest. 3) Waiver of Rights Form -----</p> <p><u>Head also notifies candidate(s) about documentation format of P & T file, listing websites for UNL & IANR policies pertaining to P & T, and notifies of due date of initial packet of materials needed for the external reviewers.</u> Materials to be included for external review are: Letter of Intent, CV; Summary Page (can include internet links to relevant work); and Candidate Statement. (See IANR Documentation Request for Promotion & Tenure) <u>Provides due date for FINAL complete promotion/tenure document.</u></p>	Dept. guidelines for external letters Waiver of Rights Form ----- For list of websites, see footnote -----	April 5 ----- June 24 ----- Aug. 9
March 28 To P & T Committee	<u>Head sends note to P & T Committee, and mentor(s) to assist candidate in preparation of their dossier.</u> Provide websites for UNL and IANR policies pertaining to P & T		
March 28 To Senior Faculty	External reviewer list due back from candidate. <u>Head requests names of external reviewers and contact information, from department senior faculty within candidate's discipline</u> (per department guidelines). Due date given.		Apr. 5
April 8 To Submitting Faculty Member	Depending on the candidate's Waiver of Rights Form, Head sends list of 10 potential external reviewers to the candidate – asking if anyone should be removed. Due date given.		Apr. 12
May 27 To Submitting Faculty Member	<u>Head reminds submitting faculty members of due date for external review materials (June 24), and of the due date for complete package due to Head (Aug. 9).</u> ----- -----		
April 15 To External Reviewers	Head contacts 4 external reviewers (IANR Guidelines say 5, Dept. Guidelines say 4) asking if they are willing to serve as a reviewer. Yes/no response needed by due date. ----- Also provides date that the candidate file will be sent to reviewers (July 1) & date comments are due back (Aug. 9).	-----	April 19 -----
April 22 To External Reviewers	Make additional requests or reminders for external reviewers – if needed. Yes/no response needed by due date.		April 26
July 1 To External Reviewers	Official letter from Head w/candidate's materials sent to the external reviewers. Due date given for return letters.		Aug. 9

Notification Date	Action	Attachments	Due Date
July 15	Reminder to candidates: Complete packet of promotion and/or tenure materials due.		August 9
	Administrative section placed in candidate packets. Completed by Kay.		August 16
August 21 To P & T Committee	Head notifies P & T Committee Members of files ready for review. Files in onedrive folder for committee access.		
	P & T Committee meets to make recommendations, and to assess progress of all eligible faculty. Adequate time must be given for appeal of negative decision. (Kay arranges the meeting.) (date is not firm – must discuss w/P & T Chair)		Mid Sept-early Oct
	Department Head file review and recommendation. Date depends on P&T review schedule.		Mid Oct-early Nov
	Tenure files due to AgHall		Nov 15
	Promotion Files due to AgHall. (Dept Head submits)		Nov 15
Footnote			
<p>- IANR Guidelines for Evaluation, Promotion and Tenure. - Criteria for Appointment and Promotion in Rank - 2023-2024 IANR Documentation Request for Promotion and Tenure. https://ianr.unl.edu/policies/promotion-and-tenure</p> <p>Department of Agronomy and Horticulture Promotion and Tenure Committee https://agronomy.unl.edu/ptc</p>			