

## **Department of Geography & Geology Guidelines on Promotion, Tenure, and Reappointment**

I. In all respects, including especially points not addressed in this document, the department follows the College of Arts and Sciences Guidelines on Promotion, Tenure, and Reappointment, but will be guided by more stringent or more specific standards as detailed below.

II. Quality criteria for promotion, tenure, and reappointment:

A. To be recommended for continuous appointment in the Department of Geography & Geology, the faculty member must meet the following criteria:

1. The faculty member must be a member of the Graduate Faculty.
2. The faculty member must provide evidence that will document distinguished performance in teaching or research, and proficient performance in at least one of the two remaining areas among teaching, research or service. The faculty member must be at least competent in all performance areas.
3. The following types of evidence may be used to document performance in teaching:
  - Evaluations of teaching quality and effectiveness, including: course evaluations; other student evaluations; peer evaluations; indications of high quality teaching from other survey instruments or methods, such as TABS
  - Pedagogical publications or grants.
  - Direction of student research, including: number of students supervised; evidence of student success (directly attributable to the faculty member, e.g. resulting from directed research or from specific course work, such as student best paper awards, student grants, student publications)
  - Curriculum development, including: extraordinary quantity or diversity of course development; program development; evidence of innovation in instruction
  - Awards for excellence in teaching
  - Extensive advising
  - Other factors that may be taken into consideration in evaluating the evidence listed above may include: diversity of course preparations, class size, the nature of classes taught, and others)

Departmental expectations for competent performance in teaching can be demonstrated by excellence in at least 1 of the types of evidence listed above.

Departmental expectations for proficient performance in teaching can be demonstrated by excellence in at least 2 of the types of evidence specified above or equivalents.

Departmental expectations for distinguished performance in teaching can be demonstrated by excellence in more than 3 of the types of evidence or equivalents.

4. The fundamental measure of performance in research will be productivity of publications in peer reviewed journals appropriate to the faculty member's area of expertise. In the case of research products that are not peer reviewed journal articles, the applicant must provide evidence of equivalence to peer reviewed publications. Such evidence could include editorial boards, reviews, citations, and description of breadth of audience.

Other evidence that may be used to document research activity includes:

- Other peer reviewed publications (books, professional maps, reports, etc.)
- Papers presented at professional meetings
- Extramural grants and awards
- Letters from recognized scholars in the faculty member's field
- Invited lectures to professional audiences.
- Professional recognition by honorary awards
- History of citation of work by other scholars
- Other publications and presentations

Departmental expectations of competent performance in research can be demonstrated by publication of papers in peer-reviewed journals appropriate to the faculty member's expertise at an average rate of 1 publication as sole or primary author per 2 years, or equivalent, over the review period.

Departmental expectations of proficient performance in research can be demonstrated by publication of papers in peer-reviewed journals as above, at an average rate of 1 publication as sole or primary author per year, or equivalent.

Departmental expectations of distinguished performance in research can be demonstrated by publication of papers in peer-reviewed journals as above, at an average rate approaching or exceeding 2 publications as sole or primary author per year, or equivalent.

5. The following types of evidence may be used to document performance in service to the department, the college or university, the local community or the profession.
  - Departmental service on committees or other assigned tasks
  - Service on college or university committees, councils or commissions
  - Service on any one of the key committees of the college or university:
    - Educational Policy Committee
    - Deans Advisory Committee
    - Reappointment, Promotion and Tenure Committee
    - University Committee on Research
    - University Committee for the Advancement of Teaching
    - UNO Graduate Council
  - Service on grant review panels
  - Service as a referee for manuscripts submitted for publication or grant proposals
  - Service as an editor for a professional journal or as an officer of a professional organization
  - Awards for service related to the profession
  - Unpaid service as expert to government or non-profit organization.
  - Outreach activities in service to the department, university or profession

Departmental expectations of competent performance in service can be demonstrated by fulfilling departmental service obligations.

Departmental expectations of proficient performance in service can be demonstrated by excellence in 2 of the types of evidence specified above or equivalents.

Excellence in more than 2 of the types of contributions listed above will be considered distinguished service.

B. To be recommended for promotion in the Department of Geography & Geology, the faculty member must meet the following criteria:

1. Normally minimum qualifications for the rank of Assistant Professor will be expected at the time of appointment, but to be promoted to the rank of Assistant Professor, the faculty member must hold the Ph.D. degree in an appropriate field and provide evidence of potential for at least competent performance in teaching.
2. Criteria for promotion to the rank of Associate Professor are the same as those described for continuous appointment in section IIA above.

3. To be recommended for promotion to the rank of Professor the faculty member must provide evidence that will document distinguished performance in teaching or research, and at least proficient performance in the other two performance categories.

- a. Departmental expectations for proficient performance in teaching can be demonstrated by excellence (e.g. exceeding departmental norms) in at least 3 of the types of evidence specified above (in section IIA3) or equivalents throughout time in rank.

Departmental expectations for distinguished performance in teaching can be demonstrated by excellence in more than 3 of the types of evidence or equivalents throughout time in rank.

- b. Departmental expectations of proficient performance in research can be demonstrated by publication of 4 papers in peer-reviewed journals appropriate to the faculty member's expertise as sole author or equivalent, throughout time in rank, with at least one publication within the preceding 2 years.

Departmental expectations of distinguished performance in research can be demonstrated by publication of 8 papers in peer-reviewed journals as above, throughout time in rank, with at least 2 publications within the last 2 years.

Departmental expectations of proficient performance in service can be demonstrated by excellence in 3 or 4 of the types of evidence specified above or equivalents.

Excellence in more than 4 of the types of evidence will be considered distinguished service.

C. To be recommended for reappointment in the Department of Geography & Geology, the faculty member must meet the following criteria:

1. To be recommended for reappointed for the second year, the faculty member must meet the criteria for promotion to Assistant Professor described in section IIB1.
2. A positive recommendation for reappointment in successive years prior to continuous appointment will require demonstrated progress toward continuous appointment. For teaching this will normally

consist of contributions to teaching in the department as indicated by evidence specified above (in section IIA3) that will contribute to a record of at least competent and possibly distinguished performance as described above (in section IIA3). For research, this will normally involve establishment of a research program within the first year with products in the form of publication by the 3<sup>rd</sup> year and continuing production in proportion to time in rank that will contribute to a record of at least competent and possibly distinguished performance as described above (in section IIA4). Because distinguished performance must be achieved in at least one of the performance categories of teaching and research, these cannot be considered in isolation. Service will also be considered in reappointment recommendations, but, normally, no more than competent service is expected of faculty prior to continuous appointment.

### III. Procedures for promotion, tenure, and reappointment:

Applications for reappointment, tenure or promotion in the Department of Geography & Geology will be reviewed by a committee consisting of all tenured faculty in the department. The chair of the committee should be a faculty member whose area of disciplinary expertise most closely approximates that of the applicant, as determined by the committee. In the case of promotion to full professor the committee shall consist only of faculty in the department currently holding the rank of full professor. The chair of the committee will be responsible for drafting the recommendation of the committee, subject to the approval of the committee by majority vote, and will forward it to the chair of the department by the date specified for that academic year. The committee recommendation must specifically state whether the faculty member is competent, proficient or distinguished in each category of teaching, research, and service. The committee report must state specifically its recommendation for or against promotion, tenure or reappointment. The report should also note dissenting opinions within the committee.