

**Cover Sheet for Reappointment, Promotion, and Tenure
College of Arts and Sciences
Supplement to Vice Chancellor's Personnel Recommendation Form**

Name _____

Department _____

A. Basis for departmental recommendation

The chairperson is to rate the individual in all three of the following categories.

	<u>Distinguished</u>	<u>Proficient</u>	<u>Competent</u>	<u>Below Average</u>
Teaching	_____	_____	_____	_____
Research	_____	_____	_____	_____
Service:				
within the University	_____	_____	_____	_____
outside the University	_____	_____	_____	_____

B. Teaching

Attach to the Personnel Recommendation form photocopies of computer print-outs of student evaluations for each course taught during evaluation period.

C. Research

Complete and attach to the Personnel Recommendation form relevant charts for 1) books, 2) articles, and/or 3) papers, reviews, panels, etc. which are claimed as research contributions.

D. Service

Note on the Personnel Recommendation form either a V (volunteer) or a P (paid) for all community service activities listed.

II. CHAIRPERSON'S EVALUATION AND RECOMMENDATION (Must clearly indicate categories in which "distinguished" or "proficient" performance is claimed.)

III. EVIDENCE OF PEER EVALUATION

A. Departmental Advisory Committee Recommendation.

B. College Advisory Committee Recommendation.

IV. GRADUATE DEAN'S EVALUATION (Required if the faculty member is a member of the Graduate faculty, is in a department which currently offers a graduate degree or is in a department which is in the process of developing a graduate degree.)

V. RECORD OF PROFESSIONAL ACCOMPLISHMENTS

A. Education and Professional Employment Background.

Highest degree _____

Institution awarding _____

Date _____

Additional post-degree formal training.

Professional experience at educational institutions other than UNO.

Professional experience at other than educational institutions.

B. Teaching Accomplishments. Provide a narrative or list which documents the following indicators of teaching performance.

Teaching evaluations by students, peer evaluations of teaching, curriculum development (new programs and courses), innovative instructional techniques, publications and/or grants related to teaching, participation in instructional improvements workshops, non-classroom teaching (thesis supervision, advisement, etc.) and any other evidence of teaching performance.

C. Research, Artistry, and Other Scholarly Contributions. Include:

1. Articles and books published or accepted for publication (Complete bibliographic citation including number of pages. Indicate if refereed journal, whether published or accepted and percentage of contribution if co-authored publication.);
2. Papers presented (Indicate title, name of professional meeting, date of presentation, percentage of your contribution if joint presentation. Indicate if invited presentation.);
3. Other research activity (e.g., chairing professional panel, research grants awarded, book reviews);
4. Other creative activity (e.g., works of art, artistic performances and/or shows. Indicate if juried or judged.)

Name _____

C. Research

1. Books and Monographs (if unpublished, attach letter of offer to publish)

Do not list here submitted work which has not yet been accepted for publication.

Author(s)	Title	Pages Pr-print Ms-manus.	Publisher	Date of publication or offer	% of contribution if joint	Type (textbook, anthology, interpretive literary, etc.)
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Name _____

C. Research

2. Articles (if unpublished, attach letter of acceptance.)

Please attach one reprint of each article listed.

Do not list here submitted work which has not yet been accepted for publication.

Author(s)	Title	Pages Pr-print Ms-manus.	Journal	Date of P-publ. A-accept.	% of contribution if joint	A	B	C
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(see key below)

A - R (refereed) NR (not refereed) PR (proceedings)

B - Is this project based on a dissertation or paper previously presented? If so, attach a statement as to how it differs from original.

C - Indicate rating or relative quality of journal, using a scale of 1 to 5, with 1 high. (This ranking is to be completed by chairperson with a statement attached describing her/his view of a 1st ranked journal and a 5th ranked journal.)

Name _____

C. Research

3. Papers, Reviews, Panels, etc.

For papers and reviews, note after the title the length in pages (Pr - print, Ms - manuscript) and whether it was invited (I).

Type (Paper, Review, etc.)	Title	Name of meeting or journal	Date	% of contribution if joint effort
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D. Service Activities. List contribution in the area of service under the appropriate sub-categories. Under service to the community list only those which are related to your professional expertise.

1. Service to your profession.

2. Service to University (Department, College, and University-wide).

3. Service to Community.