

Entomology Guidelines for Faculty Promotion and Tenure
Adopted 8 June, 2019

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SECTION 1 – OPERATING GUIDELINES

IANR faculty budgeted outside of the Department of Entomology may have the department as their tenure home. The department will use the same procedures, criteria, and standards for tenure and promotion evaluations for all faculty regardless of budgetary home. *Non-tenure track faculty will be evaluated under the same criteria and follow the same processes outlined below for promotion within their respective tracks.*

Contents of an Entomology Promotion and Tenure (hereafter “P&T”) dossier are specified in the [IANR Documentation Request for Promotion and/or Tenure](#) (March 2018).

Administrative Section

The department head is responsible for collecting the departmental information required for the Administrative Section, except for recommendation/decision letters from IANR leadership. Collection of some required information may be delegated to the candidate or staff, as appropriate. The P&T or promotion packages must have the following major components:

Candidate Section

The candidate for tenure and/or promotion must submit to the head all required elements for the dossier. These include: the candidate’s curriculum vitae and personal statements summarizing philosophy, goals, most significant accomplishments, and potential or realized impacts in each area of appointment (i.e., research, teaching, or extension, as applicable). Length of statements should, if candidate has a split appointment, match the proportion appointment. The collective statements should reference supporting materials in Appendices and be a maximum of 15 pages. (see [Appendix 1: “Entomology Indicators of Excellence” for examples of criteria for success](#)). The candidate assembles any additional materials as delegated from the Administrative section to the candidate by the department head.

External Reviews (minimum 3, up to 5)

Soliciting external letters is the responsibility of the department head in accordance with IANR and UNL guidelines. The head will request and obtain a minimum of three external, independent review letters. Typically, up to 5 letters will be solicited to ensure a minimum of 3 are returned.

Reviewers are faculty or other scientists not affiliated with UNL, with relevant expertise, and typically at the equivalent or higher rank than that for which the applicant is applying. “Independent” is defined here as limited or no professional interaction with candidate. The external reviewer should affirm that they meet this definition of independence with the intent to provide an objective review of the dossier.

The department head can solicit review suggestions from the candidate, P&T committee or faculty, but the final selection of reviewers is solely the head’s responsibility. The head will

consult with the candidate to identify potential reviewers who have a hidden conflict of interest – or – may fail to be impartial for reasons known to the candidate. The candidate is entitled to review and comment on External Review Letters received and inserted into the Promotion and/or Tenure Document, **unless** the candidate waives their right to do so. The department head will provide and explain the [Right to Review External Letters Waiver Form](#) to the candidate. The candidate is required to sign and return the waiver form to the department head in a timely manner, before letters are solicited.

SECTION 2 – ENTOMOLOGY CRITERIA FOR FACULTY SUCCESS

General Criteria for Faculty Success in Promotion and Tenure

The general criteria listed below are specified in the IANR Guidelines and are affirmed by Entomology. The foundation of tenure and/or promotion is scholarship which can be demonstrated through a variety of means (see [Appendix 1: Entomology Indicators of Excellence](#)).

1. Sustained level of performance in the candidate's assignments. Performance will be judged in relation to the specific appointment, whether it be in research, teaching, extension, service or other domestic or international activities of the Institute of Agriculture and Natural Resources.
2. Creative and scholarly activity such as professional publications, peer recognition, patents and inventions, development of germplasm and variety releases, program innovations, significant computer programs or other scholarly and creative activities typically associated with academic endeavor.
3. Professional development judged by continued improvement, singular or collaborative research, teaching (instructional improvement), extension programs, other services or participation and leadership in professional activities.

Entomology Review Criteria

All Entomology faculty are expected to contribute to the research, teaching, and extension mission as articulated in their current unique position description with an expectation of attaining national impact and recognition. All are expected to contribute to departmental and IANR priorities and demonstrate effective leadership, teamwork, mentorship, and collegiality. Through service, all are expected to contribute to UNL (department, college, or university level), to the community, and to their professional societies. All faculty should demonstrate scholarship for promotion, tenure, and merit consideration, regardless of their appointment. The department P&T committee and head will annually evaluate all faculty not fully promoted and provide feedback on progress toward promotion and /or tenure.

Research

Independent of appointment type, faculty should develop and maintain productive scholarship. Faculty with a research appointment are expected to actively seek and obtain appropriate external funding to support their research program. Scholarship and research is reviewed annually during performance review with the head. Faculty are also expected to mentor students (undergraduate, graduate) in research and scholarship activities. Successful completion of Masters and/or Ph.D. students is an expectation for career advancement, promotion, and tenure. Faculty participation in professional development activities to support the research appointment is expected. These should be documented. The UNL Office of Research and Economic Development offers multiple workshop opportunities on grant writing, project management, and other aspects of growing a successful research dossier (e.g., portfolio). As appropriate, contributions to scientific literacy should be documented with appropriate metrics (e.g., audience, products, impact when possible).

Teaching

Faculty with a teaching appointment should teach graduate and undergraduate classes as assigned and review their instructional goals and assignments annually. Faculty participation in professional development activities is expected. These should be documented. A number of resources developed by CASNR are available to guide teaching improvement (see CASNR online documents: “CASNR Expectations and Evaluation” (2013); and “Teaching Improvement and Reflection” (2018) provide examples of a number of activities that can be used for teaching improvement). Peer review of teaching will be conducted using the instructional rubric adopted by Entomology [date of adoption here; see Rubric] and should be included in promotion or tenure dossiers. This rubric will be updated periodically as needed. As appropriate, contributions to scientific literacy should be documented with appropriate metrics (e.g., audience, products, impact when possible). Evidences of scholarship of teaching should be documented (e.g., pedagogical publications, grants, trainings conducted).

Faculty will adhere to the Entomology Pledge of Instructional Standards - *Entomology instructors will provide our students a complete syllabus meeting all UNL standards, our classes will be based on current science and will follow published schedules and descriptions, and our instructors will be timely in returning grades and in responding to our students.*

Extension

Faculty with an extension appointment are expected to contribute to programs, development of tools, and participate as content providers for their team. Faculty with an extension appointment are expected to actively seek and obtain appropriate external funding to support their extension program. As appropriate, they will prepare and effectively present and deliver extension educational programs and products. Faculty should assess program impacts

routinely. Faculty should also assess stakeholder needs and be able to demonstrate that they are responsive to them (see Extension Excellence document). Extension activities will be reviewed annually with the head. Faculty should participate in and document professional development activities. As appropriate, faculty are expected to support their extension programs with research and contributions to scientific literacy documented with appropriate metrics (e.g., audience, products, impact when possible). Evidences of scholarship of extension should be documented (e.g., extension practitioner publications, grants, trainings conducted).

Scholarship Activities

The purpose of this section is to more fully explain this key metric for achieving tenure and/or promotion. Faculty should show evidence of scholarship in all areas of their appointment, especially documenting end products and potential impacts. See [Appendix 1: Entomology Indicators of Excellence](#) for examples of scholarship. This is not an exhaustive list; innovative scholarship activity is encouraged. The head and P&T Committee should be consulted for guidance if questions arise about qualifying activities.

Publications & Presentations. A mix of publications is expected where a faculty member is the lead author on some (demonstrating intellectual leadership), and on others serves as a co-author (demonstrating teamwork). In general, when mentoring student or post-doctoral research, the student or post-doc should be first author if in a leading role. The mentor or lab director directing the work should indicate status according to the discipline (e.g., second co-author or last author to signify contribution). Depending on your appointment, publications and presentations in research, teaching, or extension are appropriate. You and your students should make presentations at professional meetings.

Entomology recognizes that some research facilitates more rapid refereed paper production (e.g., fieldwork often takes multiple seasons and can be lost to weather), and does not set numerical quotas for publication. In general, the larger the proportion appointment the greater the expectation for productivity in that area (e.g., 80% vs. 30% research appointment). While publication in high impact journals is valuable and can be an indicator of impact, publication in journals appropriate for the program should be the primary consideration.

Funding. Funding activity, including from Federal agencies, and a record of submission and success sufficient to fund your research and/or educational program is expected. Funding sufficient to support Graduate Assistantships is expected. A mix of proposals where you are PI or Co-PI and others where you are a collaborator is appropriate. Other revenue sources also may be helpful evidence for program support and stakeholder investment (e.g., training fees or other fees-for-service, documented charitable donations to program, small grants-in-aid).

Teamwork. In most cases, your dossier should include teamwork. Successful teamwork where you are not the lead PI is partially documented by publication, presentations, and other outputs related to the project. Your roles and impacts in teams should be clearly specified.

National Standing. You should achieve national recognition for your majority appointment. Evidence can include leadership of national/international projects, some committee work, invited symposia presentations, awards, and other recognitions.

Contributions to the Department's Culture of Success

Collegiality and Service. All faculty are expected to be positive, contributing citizens of the department and the university. All should interact with colleagues, students, staff, and the public in a professional and courteous manner. Departmental, university, and professional committee work and/or activities appropriate to the position can fulfill service obligations.

Mentoring. All faculty are expected to serve on graduate student committees and as a major professor when appropriate. All will supervise Entomology undergraduate and graduate students as part of their research, teaching or extension appointment. Faculty members, either formally or informally, will contribute to faculty mentoring. Professional development in effective mentoring is expected.

Student Recruitment. All members of the faculty are expected to contribute to departmental recruiting of undergraduate and/or graduate students.

SECTION 3 – ENTOMOLOGY RULES

Dossier Composition and Review Process

The department head is responsible for ensuring all required materials for a P&T dossier are assembled and finalized before it is passed to the Entomology P&T Committee for their review. This is done in close communication with the candidate who prepares most of the dossier. The dossier (e.g., portfolio) will include: Administrative section, candidate statements, curriculum vitae, 5 years of annual performance reviews, external review letters (up to 5, no fewer than 3), short biographies of external reviewers, and any additional documentation deemed important to demonstrating scholarship and other achievements. See [Appendix 2](#).

The candidate must be informed of any material added to the dossier after submission and be given sufficient time to review and comment. The length of this time period is specified by IANR Guidelines. The candidate's written comments will be inserted into the dossier.

The Entomology P&T Committee is limited to discussion of material in the P&T dossier (material presented). They may not consider any extraneous materials. Membership of this four-person committee is elected by the faculty. Only full professors are eligible to serve and the four-year terms are staggered. The chair rotates annually.

The Entomology P&T Committee reviews the dossier and writes an assessment of the candidate with a recommendation to the head. Specific reasons supporting the recommendation are required.

For faculty based at Research and Extension Centers (RECs), a letter will be requested from the relevant REC Director. The letter will provide an evaluation of the strengths, weaknesses, and overall effectiveness and impact of the candidate's program from the Director's perspective. The Director's letter will not provide a recommendation on promotion or tenure of the candidate. The letter will be included with the dossier delivered to the departmental P&T committee for their consideration and will be included as part of the final dossier submitted to IANR.

The head reviews the committee's recommendation and rationale, and then adds a written recommendation to the dossier. The candidate is allowed to review these additional materials, before the dossier is submitted to the IANR P&T Committee.

The IANR P&T Committee reviews all the materials and makes a recommendation to the IANR Deans' Council. The Deans' Council makes a recommendation to the Vice Chancellor of IANR. Successful candidates are presented to the Board of Regents and the promotion becomes effective the next fiscal year/ academic year.

Any Entomology guidelines found to be in conflict with IANR policy and guidelines are not applicable.

SECTION 4 – OTHER INFORMATION

Entomology/IANR Submission and Decision Dates

Entomology philosophy is to allow the candidate to submit their dossier as late as possible to allow a submission to the IANR Vice Chancellor by 15 November, with a successful promotion and or tenure being effective the following July 1 or September 1 depending on 12-month or 9-month appointment, respectively. To that end, Entomology has set the following due dates. The timetable allows time for potential reconsideration of negative recommendations. The P&T committee will review this schedule annually and revise as needed.

Action	Due Dates*
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Draft dossier submitted to P&T Committee for feedback (optional) Identify reviewers to consider for or exclude from requests for external review	Prior to June 1
Requests for external reviews sent. Allow 1 week for reply to request to agree to review. Request for feedback requested from REC Directors, if appropriate	Aug 1
Promotion or promotion and tenure application/ dossier submitted by candidate to department with completed Waiver of Right to See Information Form. Application must meet current submission protocols.	August 10
Reviewers sent the candidate dossier, CV, departmental guidelines for P&T, and cover letter. Allow 3 weeks for return of reviews.	August 15
Receipt of letters from external reviewers (and REC Directors, as appropriate)	Sept 5
Dossier with external letters to department P&T committee. Allow 2 weeks	Sept 15
P&T review completed	Sept 30
Time for reconsideration of P&T decision (if needed) 15 days**	
P&T review to Unit Head	
Head review completed. Allow 2 weeks.	Oct 30
Time for reconsideration of P&T decision (if needed) 15 days**	
Complete dossier, external letters, P&T committee and head reviews, Department Guidelines for P&T to IANR Vice Chancellors office	Nov 15 or earlier
Complete dossier, external letters, P&T committee and head reviews, Department Guidelines for P&T submitted to IANR P&T Committee	Nov 20
IANR P&T Committee provides recommendations for both P&T	Dec 15
Reconsideration request materials due to IANR P&T Committee**	Dec 23
IANR P&T Committee decision on reconsideration	Jan 15
All materials and previous decisions forwarded to IANR Deans for review**	Jan 25
All materials and previous decisions forwarded to IANR Vice Chancellor	

* Due dates falling on a weekend default to first subsequent working day; the exact dates may vary from year to year but shall be no later than those listed above.

** For negative **promotion** and/or **tenure** recommendations, time for potential requests by the candidate for reconsideration must be allowed.

- The candidate must be notified of a negative recommendation within two working days of the decision by either the P&T committee or the department head.
- The candidate may request reasons for the adverse recommendation in writing, if desired.
- The candidate has the right to request reconsideration of a negative recommendation by the Entomology P&T Committee, the department head, the IANR P&T Committee, or the IANR Deans. This request for reconsideration must be received by the committee or individuals within two working days of the candidate's receipt of their recommendation.
- The candidate will have five working days after the initial notification to prepare the reconsideration/appeal, which can be presented orally, in writing, or both.

Supporting Materials

UNL Application Guidelines and forms - *current guidelines and dates apply*

[UNL Promotion and Tenure Documentation Outline](#)

[UNL Promotion and Tenure Information and Deadlines](#)

[UNL Waiver of Right to See Information Form](#)

[IANR Guidelines for the evaluation of faculty: annual evaluation, promotion, tenure, and reappointment](#) (March 2015; updated 06-11-2019)

[IANR Criteria for appointment and promotion in rank](#) (tenure-track positions) (March 2015)

[CASNR "Expectations and Evaluation"](#) (2013)

[CASNR "Teaching Improvement and Reflection"](#) (2018)

[CASNR "Summary of the CASNR Peer Evaluation of Teaching Procedures"](#) (May 2018)

IANR Definition of Excellence for Extension Professionals (January 2014) – Available upon request to department head

IANR 'Proposal for an Institute-wide Peer-review Promotion and Tenure Committee' (March 2019) – Available upon request to department head

Entomology Documents

Entomology P&T Guidelines – *this document*

Entomology Peer Review of Teaching Rubric

[Dossier scaffold document](#)

Link to shared folder: Box Sync\ENTO Office Folder\Promotion and Tenure Criteria and Timelines - <https://unl.box.com/s/f31u35zps0rgu6en1259b6ujfwiy9u8u>

Appendix 1: UNL Dept. of Entomology Indicators of Excellence

Examples

All faculty need to document evidence of scholarship within the context of their unique job description. The lists below provide examples of criteria that can be lifted up in a tenure and/or promotion dossier to document excellence in entomology (this is not an exhaustive list). A key objective should be to highlight various products / outcomes / impacts from the different mission areas of each appointment in the dossier. These products can be summarized in the dossier candidate section and cited from the Appendices to support statements describing the most significant accomplishments.

Research

Refereed journal articles

Other publications (local, regional, national/international)

Other media (websites, radio, TV)

Invited presentations (local, regional, national/international)

Contributed presentations (local, regional, national/international)

Competitive grant success (local, regional, national)

Successful mentoring of students (graduate, undergraduate) and post-docs

Elected leadership positions (local, regional, national/international)

Appointed leadership positions (local, regional, national/international)

Awards (local, regional, national/international)

Evidence of program impact or potential impact -

- Publication in high impact journals,
- Number of publication reads/citations,
- Is the research making a difference, used by others, impacting change?

Professional development activities

Teaching

Course delivery (undergraduate, graduate)

New course development (undergraduate, graduate)

Refereed journal articles

Other publications (local, regional, national/international)

Other media (websites, radio, TV)

Invited presentations (local, regional, national/international)

Contributed presentations (local, regional, national/international)

Competitive grant success (local, regional, national)

Student advising (graduate, undergraduate)

Elected leadership positions (local, regional, national/international)

Appointed leadership positions (local, regional, national/international)

Awards (local, regional, national/international)

Evidence of program impact

- Student degree completion
- Awards, scholarships, etc. awarded to students

Peer review of teaching

Professional development activities (continuous improvement)

Extension

Refereed journal articles

Other publications (local, regional, national/international)

Other media (websites, radio, TV)

Invited presentations (local, regional, national/international)

Contributed presentations (local, regional/international)

Competitive grant success (local, regional, national)

Elected leadership positions (local, regional, national/international)

Appointed leadership positions (local, regional, national/international)

Awards (local, regional, national/international)

Evidence of program impact

- Numbers reached
- Knowledge gained
- Attitude/behavior change

Professional development activities

Service

Department/ College/UNL committees

Professional society activities

Leadership on regional USDA committees

Editorships

Refereed journal reviewer

Community service related to assignment

Some international activities

Grant panels

Mentoring junior faculty

Appendix 2: Scaffold of Candidate's Section of Dossier

Please note that the candidate's statement in the dossier should not exceed 15 pages (excluding the CV and the Appendices, which are not limited) of no smaller than 11-point font, and with 1" margins all around. The organization of sections within the statement should follow the outline below. Length of each section should reflect relative percent appointment. Consider using tools that most effectively convey the key information (tables, figures, infographics, etc.).

1. Highlights and Goals

- a. Highlight major documented accomplishments (e.g., 2-3) from the time of your most recent appointment or promotion that you consider to be most significant. They may be from any or all apportionment areas. Explain why you feel they are significant, tie them to documentation in Appendices, and explain how they have advanced and will advance the work of your program, and the mission of the department, college, and institution. Provide evidence of increasing professional stature. Promotion to full professor (terminal rank) requires sustained records of effective performance beyond that required for lower ranks.
- b. Highlight three goals going forward that you consider to be most significant for your program and career. Explain why you feel they are significant, and explain how they will advance the work of your program, and the mission of the department, college, and institution. Promotion and tenure decisions are based on accomplishments since initial hire or the last promotion but also the potential to effectively contribute to the university and department in the future.

2. Teaching

- a. Briefly outline teaching responsibilities.
- b. Outline your teaching philosophy – What do I believe about the role of a teacher, and the role of the student? Why do I teach the way I do? What does learning look like, and how do I see it? Why do I choose to use teaching strategies and methods that I use?
- c. Teaching accomplishments. Consider including:
 - i. Scholarship of teaching and learning outputs
 1. Refereed publications – Have you published any papers that advance the capacity of others to teach entomology, science generally, or that enhance pedagogy more broadly?
 2. Professional presentations – Have you presented papers or posters that advance pedagogy in your area?
 - ii. Student course evaluation data and explanations of course modifications – What key evaluation question responses should be included? Are claims of improvement or special circumstances relative to ratings supported by documentation in the Appendices?
- d. Documentation of teaching improvement efforts – What teaching improvement workshops have you attended (including when and where)? How have you incorporated what you have learned into your classes? What evidence can you

provide for improved teaching? How have you responded to suggestions for improvement that come from students?

- e. Summary of evidence documenting broader (local and general) impacts of your teaching program – How has my teaching improved the lives of students, creating new opportunities for them? Has my teaching improved overall curriculum in my department or beyond? Has my teaching helped diversify the workforce culturally and/or intellectually?

3. Research

- a. Briefly outline research responsibilities.
- b. Outline your research philosophy - What are your goals? What methods do you use?
- c. Research outputs - identify significant samples in two or more of the categories below, with documentation linked from Appendices. Full listings of accomplishments in these categories should be provided in the CV.
 - i. Refereed publications and books – What was your relative contribution to the publications? Were students or postdocs involved, and if so, is this noted? Are there some you consider more significant than others?
 - ii. Extramural funding (in CV and/or Appendices list funded, pending, and submitted but unfunded to demonstrate effort) related to research
 - iii. Intramural funding.
 - iv. Professional presentations – in lists in CV and/or Appendices, note those that are invited, and those that are presented by or involve undergraduate and graduate students.
 - v. Mentoring
 - 1. Undergraduate students – Note names, projects, and years of activity as a mentor in CV and/or Appendices.
 - 2. Graduate students – Note degree sought, duration of program in CV and/or Appendices.
 - 3. Student awards – Note what, where, when, and by whom in CV and/or Appendices.
- d. Impact of research program – Why is your research significant? What impact has your work had on your field of research? How has your research advanced the department, college, and institutional missions? What role has teamwork or interdisciplinary collaboration played in your work?

4. Extension and Outreach

- a. Briefly outline extension responsibilities.
- b. Outline your extension/outreach philosophy – What are your goals? What methods do you use?
- c. Extension outputs - identify significant samples in two or more of the categories below, explain why they are significant, and document from Appendices. Full listings of accomplishments in these categories should be provided in the CV.

- i. Publications, websites, videos, computer apps, other products – What was your relative contribution to the product? Indicate refereed products. Were students or postdocs involved, and if so, is this noted? Are there some you consider more significant than others? Why?
- ii. Extramural funding (in CV and/or Appendices list funded, pending, and submitted but unfunded to demonstrate effort) related to extension and outreach.
- iii. Intramural funding.
- iv. Professional presentations – in lists in CV and/or Appendices note those that are invited, and those that are presented by or involve undergraduate and graduate students.
- d. Program evaluations
 - i. Stakeholder impact – include any instruments used to assess impact in Appendices. How has your work changed stakeholder behaviors or success?
 - ii. Peer assessments, if available.
- e. Extension/outreach impact - Why is your extension program significant? How do you assess stakeholder needs? What impact has your work had on stakeholders? How has your extension program advanced the department, college, and institutional missions? What role has teamwork or interdisciplinary collaboration played in your work?

5. Service and Leadership

- a. Professional service – Editorial activities, leadership or committee roles, meeting or symposium organization. What was your role and what did you accomplish? How did your service benefit you and the organization or your profession?
- b. Institutional service – Committee or leadership activities. What was your role and what did you accomplish? How did your service benefit you and your institution?