University of Nebraska at Kearney
College of Education

Criteria Summary Sheet
(The purpose of this summary sheet is to assist faculty as they prepare their application portfolio for advancement in rank and/or tenure. This summary sheet does not substitute for the guidelines; faculty are responsible for reading, understanding, and meeting the COE Rank & Tenure Guidelines in their entirety)

**Promotion to Assistant Professor (not initial hire)**

**General Criteria:**

- 30 hrs. beyond master’s in active terminal degree program (or appropriate equivalent)
- 3 years full-time college level teaching or equivalent--includes year of promotion review process

**Teaching Criteria:**

- **Student Evaluations**
  - Must average 3.90 or above for period under review
  - If not, Department Peer Review Committee letter must state whether other teaching related materials support advancement

- Positive Peer Review based on Classroom Visitation
- 3 letters of support from former students
- Internal or external funded grant to enhance teaching
- Innovative/engaging curricular materials
- Creative class presentation formats
- Advising evaluations (if used by the department)
- Evidence of effective mentorship (related to teaching)
- Workshops/presentations on teaching improvement/innovative pedagogy
- Course development
- Other teaching activities endorsed by department peer review committee:
  - Specify: _____

**Scholarship Criteria:**

Vita should reflect active ongoing involvement in scholarship since onset of appointment at UNK (includes time at other institutions if credit is given in appointment letter)

Cumulative record to date of at least 2 of the following (check which apply):

- Competitively selected presentation of 1 program/paper at a professional conference
- 2 scholarly presentations at campus programs
- Publication of a book review, film review or abstract
- Submission of an article for publication
- Submission of a research grant
- Additional presentation at international, national, regional or state professional conferences or organizations
- Award for scholarship
- Publication in refereed and non-refereed journals
- Chapter in textbook
- Publication of a monograph

[Comment [GAB1]: Removed “Teaching awards” as that is not in the published COE Guidelines for Assistant Professor]
University graduate faculty status
Other scholarly activity endorsed by the department peer review committee
Specify: _____

**Service Criteria:**
Must show ongoing active involvement in service from onset of UNK appointment that has resulted in a cumulative record to date of:

- Participation in department meetings (stated in peer review letter)
  Specify: _____
- Membership on a department, college or university committee
  Specify: _____
- Membership in professional organizations
  Specify: _____
- Other service activity approved by department review committee
  Specify: _____