

**Professor of Practice  
Nebraska College of Technical Agriculture**

This document outlines the policy and procedure for NCTA faculty to request courtesy appointments at CASNR as Professors of Practice. Designation as a professor of practice allows NCTA faculty to teach CASNR courses as the instructor of record and may provide other benefits as outlined below. Courtesy appointments are restricted to individuals holding non-temporary employment in the University of Nebraska system and are made to facilitate useful and productive relationships among individuals in different University units. Courtesy appointments are non-tenure-track and do not include compensation or benefits. Courtesy appointments may be made at the rank of Assistant Professor of Practice, Associate Professor of Practice, or Professor of Practice, as appropriate.

Courtesy faculty may serve the sponsoring unit at UNL by:

- Serving as course instructors or guest lecturers;
- Serving on unit committees that address teaching, extension and/or research activities relevant to the individual's expertise;
- Participating in the development and implementation of research and/or extension activities unique to their expertise.

**NCTA Faculty Requirements for Courtesy Appointments at CASNR**

- Doctorate in an appropriate discipline for courtesy positions as Assistant Professor of Practice, Associate Professor of Practice or Professor of Practice. Under special circumstances, individuals may be considered for courtesy appointments if they have a terminal degree or equivalent professional experience.
- Experience and evidence of sustained productivity that demonstrates a high level of scientific ability and (or) knowledge of the profession. Publications or development of products are examples of such productivity.
- Teaching, extension or research expertise in an area that is emphasized in the unit and contributes to an aspect of the NCTA/IANR's mission.
- A genuine interest in students and in helping achieve the educational objectives of students in the unit.

**Procedures to request CASNR Professor of Practice designation**

1. Develop an application packet. The application packet should include the following:
  - a. The type of appointment requested (courtesy).
  - b. The requested professorial rank. The requested professorial rank must be the same as the candidate's present professorial rank at NCTA. The choices are Assistant Professor of Practice, Associate Professor of Practice and Professor of Practice.
  - c. Justification for the proposed rank. Secure a copy of the *criteria for promotion in rank* in the CASNR department granting the professor of practice designation. Succinctly address the criteria outlined in the departmental document.
  - d. Discuss the benefit to the University of Nebraska. Briefly state how the courtesy appointment will benefit the University of Nebraska.

2. Develop an updated curriculum vita. The vita must delineate the candidate's credentials in teaching, research and/or service in a manner that will allow the CASNR unit's Promotion and Tenure Committee to evaluate those credentials with respect to the criteria used for the recommended rank.
3. Submit a cover letter, your application packet and your updated vita to the NCTA Dean for review and approval.
4. If approved, the NCTA Dean will forward your application materials to the CASNR Dean.  
Dean, College of Agricultural Sciences and Natural Resources  
103 Agricultural Hall  
P.O. Box 830702  
Lincoln, NE 68583-0702
5. The CASNR Dean will deliver the application packet to the CASNR Unit Administrator who will forward the application to the unit's Promotion and Tenure Committee.
6. The unit's Promotion and Tenure Committee will review the application packet and vote to approve the application for consideration by the department's faculty.
7. The application will be forwarded to the entire faculty for approval by simple majority vote.

**Executing a Personnel Action Form (PAF).** The CASNR Unit Administrator will initiate a PAF identifying the title and duration of appointment in the 'UNPAID APPOINTMENTS' section.

#### **Term of Appointment**

The term of appointment can vary between 1 and 5 years, specific term to be identified at the time of appointment. The appointment will be reviewed by the Promotion and Tenure Committee at the end of the term.

#### **Procedures for appointment renewal**

A two-thirds majority vote of the Promotion and Tenure Committee is needed for re-approval. If renewal is approved by the Promotion and Tenure committee, no faculty vote is needed. If not approved, the appointment will be voted on by the unit faculty and a simple majority vote will be needed for re-approval. If the renewal is approved, the PAF must be updated.

Reference: *CASNR professor of practice policy*