Approved 26 January 2011, Modified June 2, 2011

**Purpose:** To ensure the promotion and tenure process and timelines are clearly delineated, consistent with the University bylaws and NSHE code, and understood by all who are impacted.

**Statement of Principles for Promotion & Tenure Procedure**

1. Faculty members and administrators engaged in the process commit to full confidentiality of all documentation, external reviews, proceedings, recommendations, and votes.
2. Faculty members and administrators do not vote on promotion or tenure in review committees without fully participating in committee deliberations. There should be no proxy voting on promotion and tenure cases at any level.
3. Faculty members and administrators who participate in the promotion and tenure process have full access to all materials in the candidate’s dossier and to assessments at all previous levels of review.
4. Faculty members may serve at more than one level, but may vote only one time throughout the process.
5. Promotion and tenure dossiers are expected to have at least four external review letters from qualified individuals who are not from the candidate’s home campus.
6. External reviewers should not have a significant relationship with the candidate (such as thesis advisor or personal relationship). At a minimum, any such relationship must be clearly disclosed by the reviewer or the candidate.

**Who is Impacted by this Procedure?**

1. All tenure track faculty seeking promotion and tenure, tenured associate professors seeking full professor, faculty in residence seeking promotion without tenure
2. Associate Dean for Academic Affairs (ADAA) and Assistant Deans for Academic Affairs
3. College promotion and tenure committee.

**Timeline**

Developing a timeline is a common sense approach to organizing a process that requires multiple inputs and has a fixed end date. The proposed timeline recognizes the importance of engaging the targeted faculty members early in the process, identifying external reviewers and providing them sufficient time to review materials, and providing sufficient time at each review level to assess single or multiple applicants. The proposed timeline is a significant departure from what the Hotel College has done in the past, it is consistent with the timelines used by many major research universities.

The proposed timeline takes into account the needs of external reviewers, summer challenges of working with external reviewers, university timelines, and the projected time needed for the department and college promotion and tenure committees to review the material, and time for the chairs and dean to review the material and make recommendations.
The Provost recommends, as a best practice, that mid-tenure review occur in the 6th semester (usually a spring semester) of a faculty member’s residence at UNLV.

**Promotion and Tenure Submission Timeline**

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Submit to Provost</td>
<td>15 Oct (approximate)</td>
</tr>
<tr>
<td>Submit to Provost on or about October 15. It is usually the second or third Friday of October – whatever Friday is closest to the 15th. It could be the 14th, 16th, or 17th.</td>
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<tr>
<td>Dean Notifies Candidate of Results to Date</td>
<td>15 Oct</td>
</tr>
<tr>
<td>Dean Review</td>
<td>4 Oct</td>
</tr>
<tr>
<td>College P&amp;T Committee</td>
<td>13 Sep</td>
</tr>
<tr>
<td>Associate Dean Review</td>
<td>1 Aug</td>
</tr>
<tr>
<td>Dean’s office submits packet to ADAA</td>
<td>1 Aug</td>
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<tr>
<td>Final Dossier Due to Dean’s Office with APA check</td>
<td>1 Aug</td>
</tr>
<tr>
<td>External Review Due to Dean’s Office</td>
<td>15 Jul</td>
</tr>
<tr>
<td>External Review Mailed by ADAA</td>
<td>20 May</td>
</tr>
<tr>
<td>External Dossier Due to Dean’s Office with APA check</td>
<td>15 May</td>
</tr>
<tr>
<td>Selection &amp; Contact of External Reviewers</td>
<td>1 May</td>
</tr>
<tr>
<td>Faculty contacted with timelines</td>
<td>15 Aug previous year</td>
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**Mid-Tenure Guideline - Submission**

<table>
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<tr>
<th>Task</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Letter to faculty member</td>
<td>24 Mar</td>
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<tr>
<td>Dean Receipt of Dossier &amp; Recommendations</td>
<td>17 Mar</td>
</tr>
<tr>
<td>College P&amp;T Committee</td>
<td>22 Feb</td>
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<tr>
<td>ADAA Review</td>
<td>15 Feb</td>
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<tr>
<td>Dossier Due</td>
<td>1 Feb</td>
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<tr>
<td>Faculty Notification</td>
<td>1 May (at the end of the 4th Semester of employment)</td>
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</table>

**Processes and Responsibilities:**

1. The dean’s office will maintain a master list of all tenure-track faculty and progress towards tenure. The dean’s office will consult annually with chairpersons to verify the accuracy of the master list.

2. The dean’s office will notify, by campus mail and email, individual faculty of due dates for their dossier and of the timelines for the promotion & tenure or mid-tenure review, and CC the ADAA and college P&T committee chair.

3. The ADAA has, and their designated representative, has primary responsibility for working with individual faculty on promotion and tenure, and ensuring they meet required timelines.

4. The ADAA is responsible to ensure that faculty members understand the process of promotion and tenure, that they assist the candidate in preparing a dossier, and provide annual reviews, including progress towards tenure, consistent with university and college policy.

5. Individual faculty are ultimately responsible for meeting all timelines as prescribed by the dean’s office.
Preparation of the External Review Dossier

The preparation of the external review dossier is critical to the candidate’s success in the P&T process. The dossier should contain:

- A completed copy of the electronic version of the UNLV Promotion And Tenure document with an American Psychological Association Style (APA) (Publication Manual of the American Psychological Association) check by someone other than the candidate. Non-relevant portions of the document will be eliminated, except for section heads. If in doubt, contact your department chairperson. The document will be delivered in Microsoft Word format.
  - This is not the final prepared document. Faculty can continue to add documentation throughout the process until the Provost office specified deadline is reached. This document is intended for the external reviewer and should be complete to that point in time.
- The individual faculty member is responsible for the accuracy and completeness of the document.
- 2 to 4 refereed publications
- Candidate’s statement of teaching, research, and service.
- Completed Acknowledgment and Waiver Related to Promotion And Tenure form is signed when the packet is delivered to the Dean’s office. The form is part of the P&T packet.

The dossier is due in the dean’s office on the date specified in the current timeline.

Dean’s Office Procedures for Handling the External Review

1. The process involves (1) identifying, contacting, and working with external reviewers; (2) preparing and managing the faculty member documentation and review process; and (3) collecting responses and providing them to the department promotion and tenure committee. The task of contacting external reviewers is delegated to the department chairperson, under the direction of the dean.
2. The process is managed by the dean, with direct responsibility assigned to the associate dean for academics. Confidentiality begins in the dean’s office and it is their job to ensure all aspects of the process remain confidential.
3. The dean will ensure all timelines are met. Responsibility for ensuring compliance with timelines can be delegated to department chairpersons, associate dean for academics, and the dean’s office administrative staff.
4. For the external review portion of the P&T process the applicant has the option to waive or not waive the right to review the external letters. In the letter to the external reviewer they are informed if the applicant has (1) waived their right to review the letters or (2) has chosen to view the letters.
5. Each department chairperson will provide the dean’s office with an electronic version of their department’s standards and procedures for promotion or promotion and tenure.

Document Receipt and Handling

6. Upon receipt of the faculty promotion and tenure document it will be shared with the department chairperson to ensure its accuracy and completeness.
7. The document will be converted to PDF format. The faculty member’s name must appear in the heading on every page. If non-relevant sections have not been removed by the faculty member, it will be done at this point. Major headings will not be removed. For example, under Section V. Research, Creative Accomplishments and Scholarship, the faculty member may not have any of the items listed in subsection B, Creative Accomplishment. The subsection B title and description would remain, but the information following would be removed.
8. The completed and printed promotion and tenure document will be prepared for mailing to the external reviewer.
9. UNLV Bylaws require 4 external referees for promotion to associate and full professor. The faculty member must recommend a minimum of 4 individuals for consideration and the department chair a like number. The final selection should reflect a balance between the faculty member submission and the Chair’s submission.

10. The dean selects the 4 external reviewers, drawing 2 from the department chairperson’s list and 2 from the candidate’s list. All reviewers should have expert knowledge in the individual’s academic area and a national or international reputation, be tenured at their institution, and at least one rank above the candidate’s rank (minimum of associate professor for assistant professor review and full professor for associate professor review). An associate professor seeking only tenure can be externally reviewed by tenured associate professors.

11. The cover letter is prescribed by the provost’s office and a copy of the (1) promotion and (2) promotion and tenure letters are at Attachments A and B.

12. The document will include the (1) cover letter, (2) Tenure & Promotion Application, and (3) Department promotion and tenure standards and procedures.

13. Provost letter to external reviewer specifies department promotion and tenure standards and procedures.

Appendix: University By-Laws regarding P&T

- **UNLV Bylaws Chapter III, Section 16.1** states, “Each department shall establish criteria for peer evaluation. The following is a general set of descriptions that point out the differences between academic ranks. These general guidelines should be used for recommendations regarding appointment to academic rank and for promotions in academic rank. Eligibility for promotion is evaluated by reference to certain essential requirements and by evaluation of certain other specified desirable accomplishments. ... The ‘essential requirements’ in themselves would not suffice for advancement; instead, when the essentials are judged to have been met, then the promotion may be recommended provided there has been sufficient accomplishment of the additional criteria, as judged by the peers and administrators involved in the review process from department to college to the Faculty Senate Promotion And Tenure Committee to the Executive Vice President and Provost.”

- **UNLV Bylaws Chapter III, Section 6.1.A** states, “The faculty of each academic department/unit shall establish its own procedures and criteria for all personnel recommendations in accordance with college/school and departmental/unit bylaws. Only tenured and tenure-track faculty and faculty in residence (excluding chairs, directors, assistant and associate deans and deans) may serve on departmental/unit personnel committees, attend personnel committee meetings at which recommendations for promotion, tenure, merit or annual evaluations will be made, or vote in such meetings.”

- **UNLV Bylaws Chapter I, Section 4.3.4** states the following: “Tenure Standards and Procedures . Each department or school and college shall establish standards and procedures, including a reconsideration procedure, for tenure recommendations. Only persons who hold tenure at UNLV may vote on the application of a candidate for tenure.” (B/R 12/04)

- **UNLV Bylaws Chapter III, Section 16.6** states the following:
  
  “A. An instructor may be considered for promotion any time upon completion of the terminal degree.

  B. An assistant professor is normally considered for promotion in the sixth year but may be considered earlier in exceptional circumstances. Assistant professors must be considered for promotion after a period of not more than six years in this rank. (3/10)

  C. An associate professor is normally expected to be in rank for five years prior to applying for promotion to professor. In exceptional circumstances an application for promotion may be considered earlier. (3/10)

  D. In the evaluation of a candidate’s qualifications for any promotion, any accomplishments relevant to the criteria for promotion occurring any time during the period since the last promotion may be considered”
UNLV Bylaws Chapter I, Section 4.3.6.2 states the following: “In addition to the annual reviews conducted by chairs/directors and deans, every candidate will have a mid-tenure (pre-tenure) review at the mid-point of the probationary period. For the purposes of this review, the faculty committees who will participate in the tenure decisions at the unit level will review the materials submitted by the candidate (including but not limited to annual reports, annual evaluations, and other appropriate materials) and advise the chair/director/dean of their opinion of the candidate’s progress toward tenure in terms of the criteria set forth in the Code, the university, college and unit bylaws, and any officially sanctioned standards provided. The chair/director will report the determination of the committee to the faculty member and to the dean. If the committee or the chair/director/dean deems the progress toward tenure is not satisfactory, the committee and/or the chair/director/dean may recommend remediation or recommend non-reappointment. At the college/unit level, the committee that will participate in the tenure decision will review the materials submitted, along with the chair/director’s assessment, and provide the dean with their determination about the progress of the faculty member toward tenure. The committee may suggest remediation or recommend non-reappointment. The dean may, after conferring with the chair/director and/or the faculty committees, recommend remediation or non-reappointment in a summary report to the Executive Vice President and Provost. When the likelihood of meeting tenure standards as defined in Nevada System of Higher Education Code Section 3.4.2 is negative, the member shall be notified in accordance with the Nevada System of Higher Education Code Sections 5.2.3, 5.2.4 and 5.9.1. (B/R 12/04)”