

I. Deadlines for submission

1. **Unit-specific deadlines:** Each academic unit and/or college sets its own, so please check with your chair/director or dean's office to confirm the deadline for submission of completed application forms and supporting materials.
2. **Intent to apply/ proposal of external referees:** All faculty members who intend to seek promotion and tenure, or promotion in rank, should confer with the appropriate chair/director or dean concerning external reviewers in the spring prior to the promotion and/or tenure review. Faculty intending to seek promotion and/or tenure must propose more than two potential external reviewers and submit an updated vita (or, if required by the unit, a completed application form), as well as supporting materials, at the end of the spring semester prior to review. This submission is to be forwarded to the external reviewers; it is not (in most colleges) the final application. For the 2013 review cycle, the suggested due date for expressing intent to be reviewed for promotion and/or tenure, to propose external reviewers, and to submit supporting materials for external referees to consider is 15 May 2013.
3. **Waiver of right to view external references:** Please complete and sign the "Acknowledgement and Waiver Related to Tenure and/or Promotion," which is found in the packet and is separate from the application form. Please submit this to the chair/director or dean's office with your nominations of potential external reviewers. A copy of this signed waiver will be provided to each referee.
4. **External referee letters:** The appropriate chair, director, or dean will solicit external reviews, receive the reviews and add them to the application dossier to ensure confidentiality. The suggested date for chairs, directors, or deans to ask external referees to return completed reviews is 15 August 2013.
5. **Final submission of completed application form:** For the 2013 review cycle, the suggested due date for final submission by faculty member of completed application forms and supporting materials to chairs/directors or deans is 15 August 2013. Chairs, directors or deans at this time will combine the completed application form with external letters and past annual evaluations and mid-tenure review to complete the dossier.
6. **Additional materials:** The deadline for any additional supporting materials to be added to a dossier once submitted to a chair/director or dean is one week prior to the date that deans' evaluations are due from deans to the provost's office. For fall 2013 applications, the deadline for evaluations from deans to provost will be 4 October 2013, so the deadline for any additional supporting material to be added will be 27 September 2013.

II. Completion of application form

1. Please see separate instructions for use of the Adobe form including instructions on how to affix a digital signature.
2. Unless indicated otherwise in the application form, please include your entire record to date. This consists of all work completed in your UNLV career and work at other institutions.
3. If your application lists scholarly works that have been accepted for publication but have not yet been published, please provide written communication from the publisher clearly indicating the listed work has been accepted for publication in current form and that no further changes from the author are required.

III. Opening Statement

1. Please obtain a copy of your department, school and/or college statement of standards for promotion and/or tenure, and in your opening statement, please address directly how you have achieved and exceeded those standards. Please submit a copy of your department, school or college statement of standards with your application materials.
2. **The burden of demonstrating that the dossier exceeds the standards rests with the applicant, and this statement is your most direct opportunity to explain how you have done so, especially in the area of scholarly/ research/ creative activity. Keep in mind that many of your evaluators are outside of your discipline, so try to present your case for general academic readers.** It would be therefore helpful to indicate which works (by short title, not full citation) you consider to best reflect how your scholarly, research or creative contributions achieve the standard of your unit. If any of these works are multi-authored works, please indicate to the extent possible, your role in that work (e.g., primary author/writer; supplemental writer; methodology; provided comments) and provide a reasonable estimate of your percent contribution to that work (e.g., less than 25%; 25% to 50%; 50% to 75%; more than 75%).

IV. Compliance with Chancellor's Memorandum

1. For all applicants, in compliance with Chancellor's Memorandum #04-02, September 1, 2004 - Please complete the 100-word synopsis, which is Section 8 of this application form. This synopsis should be a summary of your accomplishments. It may be posted to the Executive Vice President and Provost's webpage and/or "submitted for publication in the [Board of Regents'] agenda." This should include your academic background and one or two selected highlights from your record of teaching, research/creative activities, and service (as applicable). This will allow the Regents and campus community to understand and celebrate your accomplishments.
2. In addition, all applicants must provide a mailing address in compliance with Chancellor's Memorandum #04-02, September 1, 2004 – "Faculty will receive notice (legal requirement) that they may be discussed in an open board meeting." The Nevada Open Meeting Law requires that notice be given to all individuals who may be discussed in a Board meeting. Therefore, notice will be sent to all tenure applicants from the System Administration Office by certified mail prior to the Board of Regents' Meeting in which tenure will be discussed. This notification is designed to inform the faculty member about the Regents' role in approving tenure and the impact of the Open Meeting Law on the Board's deliberations. Accordingly, you must acknowledge receipt of notice before your tenure request can be placed on the Board agenda for final approval.

Questions regarding the P&T process can be directed to:

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Faculty Senate Office

Phone: 702-895-3689

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