



# PROMOTION AND TENURE INSTRUCTIONS

2016-2017

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## 2016-2017 CALENDAR

**March 31:** University Promotion and Tenure Forum

**April:** Collect proposed external referees

**April:** Confirm 4 external referees

**April 29:** Submit candidate(s) information to Office of Faculty Affairs for planning

**May 2:** Send solicitation letters to 4 selected external referees

**May 16:** Collection of personnel committee chairs

**July 5:** Send additional external referee solicitations, if 4 letters are not received

**August 15:** Completed application dossier (application form, annual evaluations, mid-tenure evaluation, etc.) submitted by candidate(s)

**August/September:** Department chair and committee review of the promotion and tenure dossier(s)

**September:** Dean and college/school committee review of the promotion and tenure dossier(s)

**October 7:** Tenure and promotion dossiers due to the Office for Faculty, Policy and Research for compiling

**October 12:** University promotion and tenure committee begin review of dossier(s)

**December 9:** University promotion and tenure committee recommendations and dossiers provided to President and Executive Vice President and Provost for review

**March:** Recommendations submitted to Board of Regents for final approval

## HELPFUL RESOURCES

### DEFINITIONS

- **Packet**

The “packet” refers to the blank application, other forms, templates, and instructions. The packet is available from the Provost’s website, at the following address: <http://www.unlv.edu/provost/promotion-tenure>.

- **Application**

The “Application” refers to the application form itself.

- **Dossier**

The “Dossier” consists of the:

- Completed application form
- Cover sheet for refereed letters
- Letter sent to referees
- Returned refereed letters
- Past annual evaluations
- Mid-tenure evaluation, for tenure applicants only
- Department/College/School evaluation forms
- Administrator evaluation forms
- Unit Standards (College and Department, if applicable)

- **Supporting Materials**

“Supporting materials” are the materials submitted in support of the dossier – publications or other research works, syllabi/teaching portfolios, letters of recognition for service work, etc.

- A sample of these, notably key research/creative works, will be sent to external referees. It is at the discretion of each college to decide what is sent to the external referees.
- Supporting materials are generally submitted to the department (or generally the lowest level unit to consider the application) and, in most colleges, are made available to the college-level committee and dean. These supporting materials remain on file with the department or college (as per college procedures) for reference until the process is complete, but these materials do not advance forward to the Provost’s office or the Faculty Senate P&T committee unless requested. Therefore, supporting materials DO NOT need to be attached or added electronically to the application or included, electronically, in what is defined above as the “dossier.”

### MAINTAINING CONFIDENTIALITY OF PERSONNEL FILES

The completed digital dossier assembled by the department chair or associate dean (consisting of the completed and digitally signed application, electronic PDF copies of past annual evaluations and electronic PDF copies of external referees letter) do constitute part of the faculty personnel file and therefore, as per UNLV bylaws (III.9.4.1), “shall be maintained, supervised, and kept in a secure, locked place by the appropriate administrators.”

To comply with this obligation, two options have been provided:

1. **Paper/Print Copies to Committee**

Continue to use existing procedures for controlling access to a printed, paper copy of the dossier, including keeping a written log to satisfy the requirement of UNLV bylaws III.9.4.2.1 that “a log sheet

listing name, date and reason for access shall be maintained..." Then, after the committee review is complete and the administrator's evaluation has been added, use the secure file transfer system to submit the completed dossier and evaluation to the designated individual in the dean's office and Provost's office respectively.

## 2. Electronic Copies to Committee

Transmit the dossier electronically to the committee members for their review, through the [Secure File Transfer](#) system provided by OIT.

Note that the OIT Secure File Transfer system keeps a log of all files securely transmitted through it, so that this system would satisfy the requirement of III.9.4.2.1 that "a log sheet listing name, date and reason for access shall be maintained..."

## DIGITAL MEASURES

Digital Measures is a tool for academic faculty to track in- and out-of-classroom instructional; research; creative; clinical and service activities. By adding scholarly achievements to this comprehensive repository, faculty will then be able to "run" a tenure and/or promotion application. More information about Digital Measures, including the ability to register for training sessions, can be found at <http://www.unlv.edu/provost/digital-measures>.

## ENTERING INFORMATION

The application will be completed by entering the information into Digital Measures and then running a report. See <http://www.unlv.edu/provost/digital-measures> for more information. Once completed, the resulting PDF report can be submitted for review.

## TROUBLESHOOTING ADOBE PDF ISSUES

Committee, dean and department chair evaluation forms require Adobe Reader. Although most computers have a version of Adobe Reader already installed, the following instructions are provided to ensure you have the best possible experience.

- Some browsers have proprietary PDF viewers that are not compatible with the interactive PDF forms. If you encounter the following message:

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting [http://www.adobe.com/go/reader\\_download](http://www.adobe.com/go/reader_download).

For more assistance with Adobe Reader visit <http://www.adobe.com/go/acrreader>.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

Use the menu in the lower right of the browser window to save the file and open with Adobe Reader.



## DIGITAL SIGNATURES

Adobe digital signatures are used on several of the forms in the promotion and tenure packet, such as the committee, chair and dean evaluation forms. The use of Adobe electronic signatures allows documents, or portions of documents, to be locked from further editing. Therefore, please do not sign the document until it is complete and no further changes will be made.

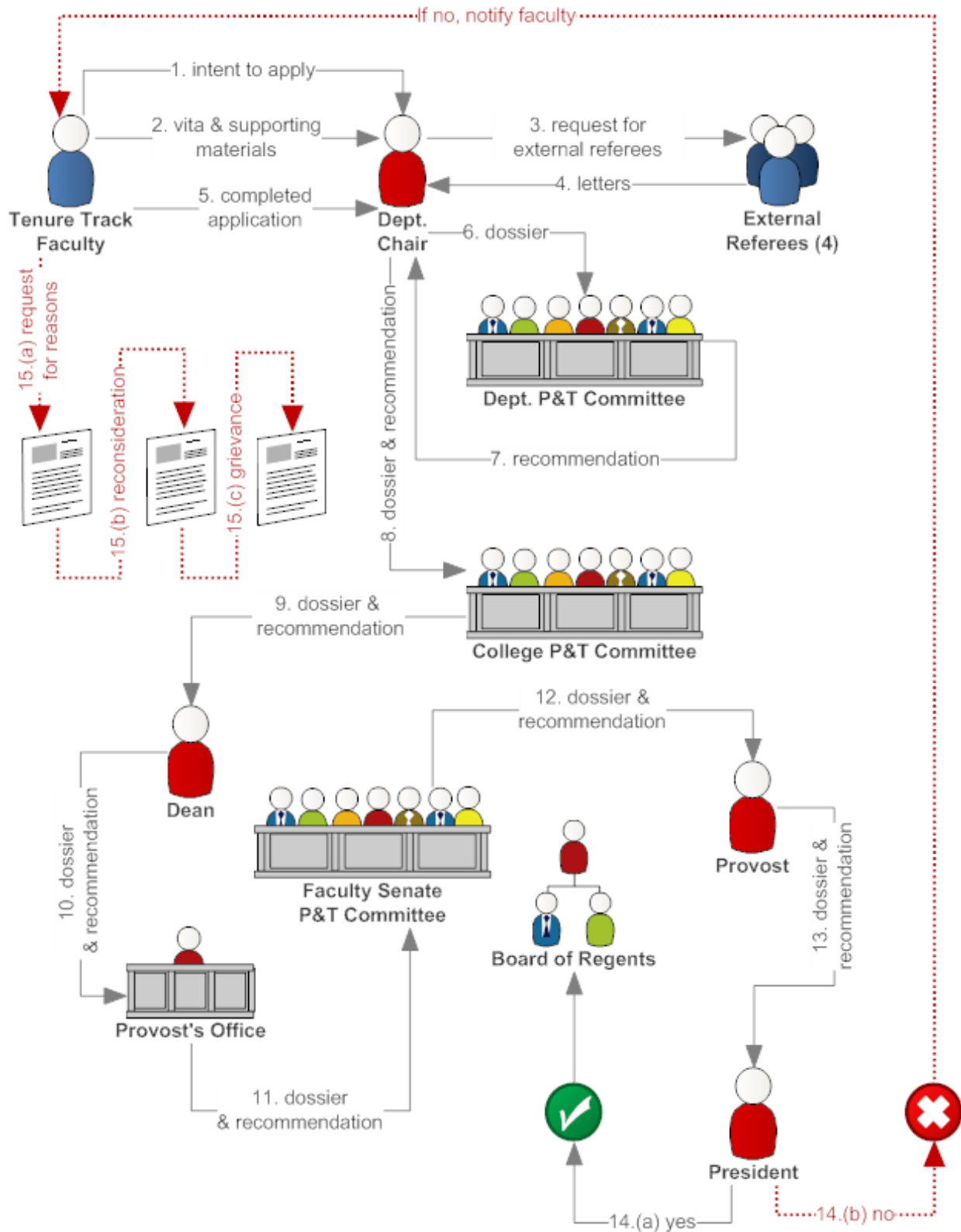
**More information about Adobe Digital IDs:** <http://www.unlv.edu/provost/policies-forms/adobe-digital-id>

## FILE NAMES

Below is the naming convention for dossier files:

- **Application:** PT [College] [Year] [Candidate name].pdf (*e.g. PT Liberal Arts 2014 Smith.pdf*)
- **External Referee Cover Sheet:** PT [College] [Year] [Candidate name] Referees.pdf (*e.g. PT Liberal Arts 2014 Smith Referees.pdf*)
- **Annual performance evaluations** since hire or last promotion (including mid-tenure review evaluation, if applicable): PT [College] [Year] [Candidate name] Performance Evals.pdf (*e.g. PT Liberal Arts 2014 Smith Performance Evals.pdf*)
- **Four (4) external referee letters**, as well as a copy of the letter sent to external referees inviting references: PT [College] [Year] [Candidate name] Review[Number].pdf (*e.g. PT Liberal Arts 2014 Smith Review1.pdf*)
- **Committee Evaluation Forms:** PT [College] [Year] [Candidate name] College (and /or Department) Committee Eval.pdf (*e.g. PT Liberal Arts 2014 Smith College Eval.pdf*)
- **Administrator Evaluation Forms:** PT [College] [Year] [Candidate name] Dean(and/or Chair) Eval.pdf (*e.g. PT Liberal Arts 2014 Smith Dean Eval.pdf*)
- **Unit Standards:** [College/Department] Standards.pdf (*e.g. Liberal Arts Standards.pdf*)
- Save each of the above files in a folder which should be given the same name as the application file (*e.g. PT Liberal Arts 2014 Smith*)

## PROCESS FLOWCHART



## GOVERNING DOCUMENTS

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### BOARD OF REGENTS HANDBOOK

Board of Regents Handbook (table of contents) can be found on the system website at:

<http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/>.

#### **Title 2, Chapter 3: “Tenure for University Faculty”**

<http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T2-CH03 - Tenure for University Faculty.pdf>

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### UNLV BYLAWS

The UNLV bylaws are available on the Faculty Senate website at:

<http://facultysenate.unlv.edu/sites/default/files/UNLVBylaws.pdf>

- Chapter 1, Section 4: “Tenure”
- Chapter 3, Section 9: “Faculty Personnel Files”
- Chapter 3, Section 16: “Guidelines for Promotion or Appointment to Academic Rank for Academic Faculty”

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### UNLV FLEXIBILITY OF PRE-TENURE PROBATIONARY PERIOD POLICY

UNLV’s Policy on Early Tenure is available at:

<http://www.unlv.edu/sites/default/files/24/EarlyTenurePolicy.pdf>



## APPLICANT INSTRUCTIONS

### CHECKLIST

- ☐ **Intent to apply:** 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 referees in the spring prior to the promotion and/or tenure review.
- ☐ **Propose external referees:** Faculty intending to seek promotion and/or tenure must propose at least two potential external referees and submit an updated vita (or, if requested by the unit, a completed application form), as well as supporting materials, at the end of the spring semester. This submission is to be forwarded to the external referees; it is not (in most colleges) the final application.
- ☐ **Waiver form:** Please complete and sign the “Acknowledgement and Waiver Related to Tenure and/or Promotion”. This form is separate from the application form and should be submitted to your chair/director or dean’s office with your list of proposed referees. A copy of this signed waiver will be provided to each referee.
- ☐ **Complete the application:** Faculty should include their **entire record to date** when completing the application form. This consists of all work completed as part of your UNLV career, as well as work at other institutions.

### COMPLETING THE APPLICATION

When using Digital Measures for your Tenure and/or Promotion Application it, may be difficult to determine which areas need to be completed and which can be updated at a later time, if desired. A “[Fields used in the Tenure and/or Promotion Application](#)” document has been created to help you focus your efforts on the content that will be incorporated into your application.

Helpful resources, including step-by-step instructional videos on how to navigate Digital Measures and dates of upcoming training sessions, please visit <http://www.unlv.edu/provost/digital-measures>.

### SUBMITTING APPLICATIONS FOR REVIEW

Faculty applying for promotion and/or tenure must submit their application and supporting materials to their department chair/director or dean for review.

## DEPARTMENT CHAIR/UNIT DIRECTOR INSTRUCTIONS

### CHECKLIST

- ☐ Provide candidate information to the dean's office
- ☐ Review and select two referees from the candidate's proposed list
- ☐ Select two external referees not proposed by the candidate
- ☐ Send letters inviting external referees
- ☐ Collect all materials
- ☐ Create a folder for each candidate with the following files:
  - Application
  - External referees cover sheet
  - Past annual evaluations
  - Mid-tenure evaluation (if applicable)
  - Letter sent to referees
  - Returned refereed letters
- ☐ Share the full dossier and supporting materials with the department committee
- ☐ Gather the signed department committee evaluation
- ☐ Complete and sign the department chair/unit director evaluation form
- ☐ Save the entire dossier to the Promotion & Tenure folder for your department/unit on the X:Drive and send confirmation to the dean/dean's office

### EXTERNAL REFEREES

The department will obtain at least four letters from outside the University. At least two of these shall be from persons suggested by the candidate, and at least two from persons not suggested by the candidate.

**Department chairs/unit directors are strongly encouraged to solicit ONLY four letters while having additional referees identified if one of the selected referees does not respond by July 5.**

The cover sheet for external referees should be completed with a brief explanation of why the referees were selected.

Letters to external referees should:

- Be printed on unit letterhead.
- Include the following description of UNLV:  
UNLV is a doctoral-degree-granting institution of approximately 29,000 students and more than 3,000

faculty and staff that is classified by the Carnegie Foundation for the Advancement of Teaching as a research university with high research activity. UNLV offers a broad range of respected academic programs and is on a path to join the top tier of national public research universities. The university is committed to recruiting and retaining top students and faculty, educating the region's diversifying population and workforce, driving economic activity through increased research and community partnerships, and creating an academic health center for Southern Nevada that includes the launch of a new School of Medicine. UNLV is located on a 332-acre main campus and two satellite campuses in Southern Nevada. Learn more at [UNLV.edu](http://UNLV.edu)

- Include an accurate description of the unit, including degrees offered and history of degrees. For example: UNLV's Department of ABC was established in 1988 with approximately 800 undergraduate and 150 graduate student majors. The department offers Bachelor of Science degrees in Example 1 (est. 2001), Example 2 (est. 2012), and Example 3 (est. 2014). In addition the department has recently established a Ph.D. program in Example 4 with the first graduating class expected in the spring of 2017.
- Instruct referees to base their evaluation of the candidate on the unit standards at UNLV and not promotion and tenure standards at their institution. Do not ask the referee to state whether or not the candidate would receive tenure at the referee's institution.
- Provide the referees the unit standards for promotion and/or tenure.
- Refrain from the use of any bias or leading language
- Describe your relationship to the candidate (department chair, unit director, dean, etc.)
- Ask the referees to describe their relationship to the candidate, if any.

## EVALUATION OF CANDIDATE(S)

The department chair/unit director will use the Department Chair/Unit Director Evaluation Form to evaluate the candidate for tenure and/or promotion.

## PERSONNEL COMMITTEE CHAIR INSTRUCTIONS

### CHECKLIST

- ☐ Review the candidate(s) dossier
- ☐ Collect and report on the evaluation form the following items:
  - Department/unit and college or school
  - Number of eligible faculty members on committee
  - Number of favorable votes
  - Number of abstentions/recusals
  - A reason for the abstentions
  - Number of faculty members absent from the vote
  - Overall recommendation, **including how the candidate(s) did or did not meet or exceed the unit promotion and tenure standards.**
- ☐ Submit evaluation to the department chair, unit director or dean

## DEAN INSTRUCTIONS

### CHECKLIST

- ☐ Collect full dossier(s) from each department/unit
- ☐ Share the full dossier(s) and supporting materials with the college committee
- ☐ Collect the committee evaluation
- ☐ Complete and sign the Dean Evaluation Form
- ☐ Save the following materials in the college/school promotion and tenure folder on the X-Drive for the Office of Faculty Affairs to compile for the University Promotion and Tenure Committee's review. *Please send an email to [pt@unlv.edu](mailto:pt@unlv.edu) when all materials are saved to the X-Drive.*

### EVALUATION OF CANDIDATE(S)

The Dean will use the Dean Evaluation Form to evaluate the candidate for tenure and/or promotion.

## GETTING YOUR QUESTIONS ANSWERED

Questions can be emailed to [pt@unlv.edu](mailto:pt@unlv.edu) or please reach out to a member of the Office of Faculty Affairs staff, to assist you.

Wonda Riner, Faculty Support Coordinator  
Phone: 702-895-0730  
Email: [wonda.riner@unlv.edu](mailto:wonda.riner@unlv.edu)

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Phone: 702-895-3410  
Email: [ceciliam@unlv.nevada.edu](mailto:ceciliam@unlv.nevada.edu)