2013

Promotion & Tenure Instructions

UNLV

The major objectives of [promotion and] tenure are to provide a faculty committed to excellence and to provide a substantial degree of security to those persons who have exhibited excellent abilities, sufficient to convince the University of Nevada[, Las Vegas] community that their expected services and performances in the future justify the privileges afforded by [promotion and] tenure.

Title 2 - Nevada System of Higher Education Code, Section 3.1.2

Promotion and Tenure Instructions

Table of Contents

> **The table of contents is an interactive menu. Please click on a heading to jump to that section, and at any time, use the icon to return to the interactive table of contents.**

Promotion and Tenure Instructions

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
- Chair's cover sheet
- External referee letters
- Past annual evaluations and mid-tenure review (when appropriate)
- Evaluations as added by each subsequent level of review.

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 reviewers.
- 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."

Promotion and Tenure Instructions

Maintaining Confidentiality of Personnel Files

Confidentiality Obligation

The completed digital dossier assembled by the department chair or associate dean (consisting of 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

Option 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.

- Secure File Transfer Instructions

Option 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.

- Secure File Transfer Instructions

Note that the OIT 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..."

Promotion and Tenure Instructions

2013-2014 Application Highlights

Overview   No new sections have been added, and no sections have been removed from the promotion and tenure application form. There is no change to the information requested by the application form. As detailed below, some sections have been grouped together for ease of entry and ease of reading, and in some cases, instructions on how to enter information have been edited for clarity

Highlighted Changes

- Format has changed to an interactive Adobe form with digital signature. If you are unfamiliar with Adobe interactive forms or digital signature, please see separate instructions on how to complete and save the form.
- Auto filled header (name, promotion &/or tenure) appears on each page of application.
- The banner includes year of tenure/ promotion review.
- A "Table of Contents" has been added to the first page, with hyperlinks to each section of the form.
- The "Instructions" have been moved to a separate document for readability.
- The "tenured" field for "Employment History" has been change to a check box for yes/no.
- Under "Teaching/Job Ability and Effectiveness," the tables for "courses taught" and "student evaluations," previously separate, have been combined. In this table, semester, course type, new preparation and team taught fields are pull-down menus or check boxes to ensure consistency of response.
- "Teaching Grants" has been moved to the "Grants" section, where entries can be identified as "Teaching Awards" by pull-down menu.
- Tables for "Membership on Degree Candidates' Committees" have been combined into one table, with the option to select Student Academic Status and to indicate if faculty member served as committee chair or not.
- In the teaching section, "Evidence of Effective Job Performance" has been set to one text box for all four of the items grouped under a two-page limit. If you want to keep these items distinct, use bullet points or paragraph breaks to set off the different items.
- Research, creative accomplishments, and scholarship have been reformatted with a dropdown for the faculty member to select the type of publication. Novels, books, poems, essays, musical scores, screen plays have been added as options for type of publication.
- Table for "Creative Accomplishments" has been updated for the "venue" and the "invited/juried" fields to be entered via drop-down menu.
- Research grants or grants for creative work have been moved to the newly created section, "Grants", where entries can be identified as "Research Grants" by pull-down menu.
- The "Service" section has been redesigned into a table.
- A digital signature box has been added at end of application form.

Promotion and Tenure Instructions

Adobe Acrobat Reader Instructions

Overview
The promotion and/or tenure application has been updated into more easily completed forms using 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.

Versions
Please use Adobe Reader version X or newer.

- The latest version is available for download from http://get.adobe.com/reader/ free of charge for all operating systems.
- Some browsers have proprietary PDF viewers that are not compatible with the interactive PDF forms. If you encounter a message such as, "Please wait… If this message is not eventually replaced by the proper contents of the document," please wait a moment and if it does not load use the menu in the lower right of the browser window to save the file and open with Adobe Reader.

Entering Data
Because the application has been created as a PDF file, section headings, table formats and instructions will not change as you enter information. As you complete each section of the application, use the tab button to advance to the next section. (If the fields into which information is to be entered do not appear clearly, click the "Highlight Existing Fields" button at the upper right.)

Saving
You will be able to save information you enter into the form. Once saved, you will be able to re-open the file and continue to complete the application at a later time. You may print a copy at any time; even if you have not completed and locked the form (see Signing).

Application Recommendation: If you intend or are required to include a completed application form in the packet of materials your chair, director or dean will send to external reviewers, submit a printed copy or an unlocked PDF (see Signing), so that you will be able to continue to update the form prior to final submission of the completed form.

Promotion and Tenure Instructions

Signing

Once you have completed the form in its entirety, and ONLY when it is complete and ready to submit in final form, sign the form with a digital signature (where applicable). This will lock your PDF to prevent any further changes as the form goes through the review process.

Application Recommendation: Make a back-up of your completed form any time you enter you enter additional information. Moreover, retain an editable copy for future reference or use once the application is complete. To do this, after finishing your application and before "signing the application" and thus locking it, please follow these steps:

- Complete application and *Save*.
- Keep the file open and *Save As* under a different file name or in a different directory.
- When you are ready to "sign" and lock the file, please use the appropriate naming convention.

File Names

Below is the naming convention for dossier files:

- Application Form: *PT [College] [Year] [Candidate name].pdf* (e.g. *PT Liberal Arts 2013 Smith.pdf*)
- Chair's Cover Sheet: *PT [College] [Year] [Candidate name] Coversheet.pdf* (e.g. *PT Liberal Arts 2013 Smith Coversheet.pdf*)
- Annual performance evaluations since hire or last promotion (including mid-tenure review evaluation, if applicable), saved as *PT [College] [Year] [Candidate name] Evaluations.pdf* (e.g. *PT Liberal Arts 2013 Smith Evaluations.pdf*)
- Four (4) external referee letters, as well as a copy of the letter sent to external referees inviting references, saved as *PT [College] [Year [Candidate name] Referrees.pdf* (e.g. *PT Liberal Arts 2013 Smith Referrees.pdf*)
- A copy of the department/school or college (as appropriate) standards for promotion and tenure, saved as *PT [College] [Department/School] [Year] Standards.pdf* (e.g. *PT Liberal Arts History Standards.pdf*)
- Save each of the above four files in a folder which should be given the same name as the application file (e.g. *PT Liberal Arts 2013 Smith*)

Promotion and Tenure Instructions

Adobe Digital Signature

Overview

Adobe digital signatures are used on several of promotion and tenure forms such as the application form, and department and college 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.*

Note: individuals may wish to save a copy of the file without a signature, in case unexpected changes are needed. This can be done by saving a second copy of the file before signing. (File > Save As > Change the file name, or add the word unlocked to the new file name.)

Creating a Digital Signature

1. A window will pop-up; select the radio button to select "*A new digital ID I want to create now.*"
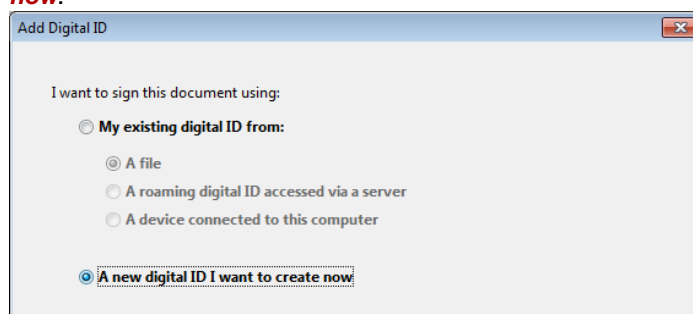
2. In the next window that appears, select the option "*New PKCS#12 digital ID file.*"
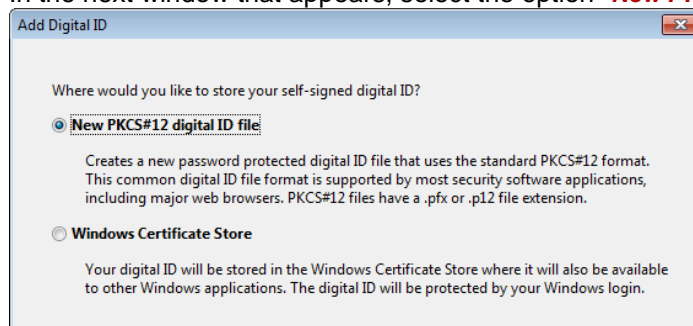
3. Next, you will be prompted to enter your Name, Organizational Unit (Enter your Unit), Organization Name (Enter UNLV), and Email Address. Please leave all other items set at their default settings.

4. Finally, you will be asked where you would like to store your new digital ID. Once you have chosen your location (the default location is recommended), enter a password and confirm this password. This password will be needed to use this digital ID now and in the future.
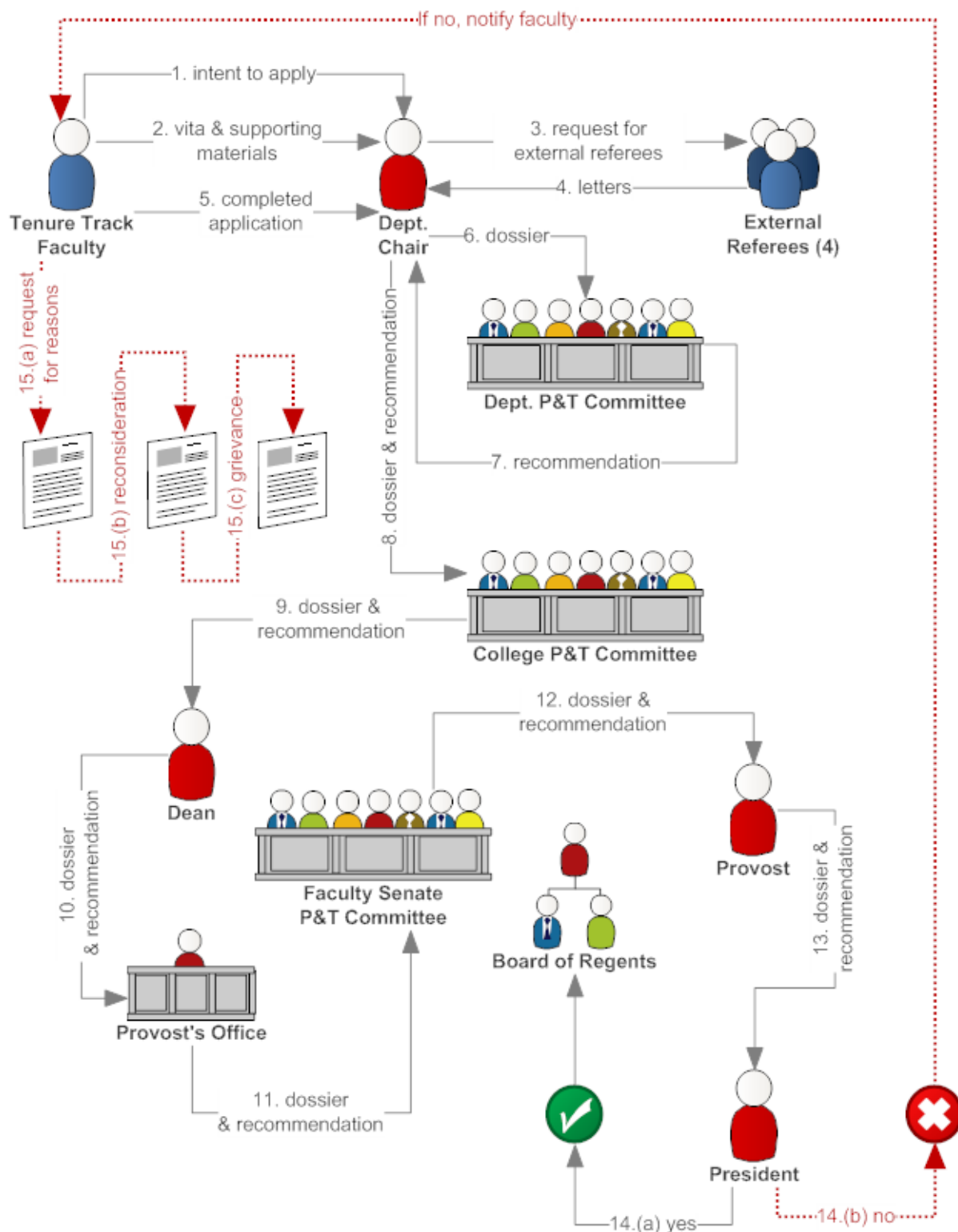
5. After entering your password, click *Finish*.

6. After you click Finish you will be asked to enter your password before you can sign. Again, make sure your application is complete before you click **_Sign_**.

Promotion and Tenure Instructions

Promotion and Tenure Process Flowchart

Promotion and Tenure Instructions

Applicant Procedures

Overview   This section contains information for applicants regarding the materials to submit for review and when. To ensure all steps have been completed, a checklist is provided.

Materials to Submit

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.
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.
5. ***Final submission of completed application form:*** 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.

Promotion and Tenure Instructions

2013 Submission Deadlines

Document(s)	Deadline
Unit specific deadlines	Please check with your chair/director or dean's office to confirm the deadline for submission of completed application forms and supporting materials.
Intent to apply/ proposal of external referees	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*.
Waiver of right to view external references	Should be submitted to the chair/director or dean's office with your nominations of potential external reviewers by *15 May 2013*.
External referee letters	The suggested date for chairs, directors, or deans to ask external referees to return completed reviews is *15 August 2013*.
Final submission of 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*.
Supporting Material	The deadline for any additional supporting material to be added will be 27 September 2013.
Dean's evaluation	The deadline for evaluations from deans to provost will be *4 October 2013*.

Completing the Application

Please review the Adobe Acrobat Reader Instructions for use of the Adobe form. There are separate instructions on how to affix a digital signature.

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.

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.

Promotion and Tenure Instructions

Opening Statement

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.

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%).

Compliance with Chancellor's Memorandum

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.

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.

Applicant Checklist

☐ Submit intent to apply and propose at least three potential external referees to department chair (dean or director). Complete and submit waiver concerning confidentiality of external nominees

☐ Submit vita and supporting materials to department chair (dean or director): mid-May Completed application (PT [College] [Year] [Candidate name].pdf)

☐ Submit completed application to department chair (dean or director).
- Application form, annual evaluations, mid-tenure review, etc.

Promotion and Tenure Instructions

Department Chair /Unit Director Procedures

Overview

Below are instructions to assist department chairs (and deans/directors of colleges or schools where no departments exist) through the promotion and tenure process. The promotion and tenure process begins at the department level and the applicant will be submitting his/her materials to the department chair. The department chair is responsible for the following:

- Receiving completed, saved application and collecting supporting materials from each applicant
- Compiling the full electronic dossier (completed application, external referee letters, past annual evaluations /mid-tenure review)
- Sharing the full dossier and the supporting materials with the department committee (ensuring the confidentiality of the personnel files is maintained);
- Collecting, from the department committee chair, the committee's evaluation of each candidate
- Providing chair's evaluation of each candidate
- Transmitting the complete dossier through UNLV secure file transfer to next level of review (and, at the same time, to the Provost's office).

Below are suggestions on how to best fulfill these responsibilities.

Collect Materials

The department chair will receive the following from the faculty member applying for promotion and/or tenure:

- A completed, digitally-signed application form, given the appropriate file name, *PT [College] [Year] [Candidate name].pdf* (e.g. *PT Liberal Arts 2013 Smith.pdf*)
- Supporting materials, including research publications, teaching materials, etc., which may be submitted in hard copy or electronically as per standard department or college procedures

Promotion and Tenure Instructions

Create Folder	The department chair will assemble and save electronic copies of the following materials as PDF files, named as follows: • A completed, digitally-signed application form, given the appropriate file name, ***PT [College] [Year] [Candidate name].pdf*** (e.g. *PT Liberal Arts 2013 Smith.pdf*) • The completed Chair's Cover Sheet form, saved as ***PT [College] [Year] [Candidate name] Coversheet.pdf*** (e.g. PT *Liberal Arts 2013 Smith Coversheet.pdf*) • Annual performance evaluations since hire or last promotion (including mid-tenure review evaluation, if applicable), saved as ***PT [College] [Year] [Candidate name] Evaluations.pdf*** (e. g. *PT Liberal Arts 2013 Smith Evaluations.pdf*) • Four (4) external referee letters, as well as a copy of the letter sent to external referees inviting references, saved as ***PT [College] [Year [Candidate name] Referrees.pdf*** (e.g. *PT Liberal Arts 2013 Smith Referrees.pdf*) • A copy of the department/school or college (as appropriate) standards for promotion and tenure, saved as ***PT [College] [Department/School] [Year] Standards.pdf*** (e.g. *PT Liberal Arts History Standards.pdf*) • Save each of the above four files in a folder which should be given the same name as the application file (e.g. *PT Liberal Arts 2013 Smith*)
Share Files with Department Committee	Using one of the two options identified above for maintaining the security of the personnel file, the dossier should be shared with the department committee.
Complete Evaluation	The department promotion and tenure evaluation forms can be found on the Provost's website. These forms are presented as Adobe PDF's and are designed to be completed by the department committee first and then by the department chair/unit director. These ***two-part files*** will require the chair of the committee to electronically sign the form before transferring it to the department chair/unit director for his/her evaluation and electronic signature. 1. Complete all of the fields for your section (Department/Unit Committee Evaluation, Department Chair/Unit Director Evaluation). 2. The committee chair will complete the ***Applicant Information*** section. 3. Enter the current ***Date*** 4. Click the ***Signature*** field Once signed by the committee chair and department chair/unit director, the file should be sent to the college and Provost's offices (pt@unlv.edu).

Promotion and Tenure Instructions

Transfer Electronic Dossier to College	To transfer the electronic dossier to the college, department chairs should use UNLV's secure file transfer system to email securely the files to the designated individual in the dean's office. (Each college will have one such designated individual; please consult with your dean for this individual's email address.) Please also transmit the dossier to the Provost's office at this email address: pt@unlv.edu. • Secure File Transfer Instructions

Department Chair /Unit Director Checklist	The following checklist is provided to ensure all responsibilities have been completed. ☐ Provided planning document information to the dean's office (*late April*) ☐ Reviewed faculty member proposed external referees, identify and confirm 4 external referees (*May*) ☐ Completed "Chair's Cover Sheet" and submit to dean's office (*May*) ☐ Sent letter inviting external referee letter, including faculty materials and unit standards (*late May*) ☐ Collected all materials • Completed and saved application • Supporting materials ☐ Created a folder for each candidate with the following files (*PT [College] [Year] [Candidate name]*): • Completed application (*PT [College] [Year] [Candidate name].pdf*) • Chair's cover sheet (*PT [College] [Year] [Candidate name] Coversheet.pdf*) • External referee letters and letter sent to referees (*PT [College] [Year] [Candidate name] Referees.pdf*) • Past annual evaluations/ mid-tenure review (*PT [College] [Year] [Candidate name] Evaluations.pdf*) • Department, school or college (as appropriate) standards for promotion and tenure (*PT [College] [Department/School] Standards.pdf*) ☐ Shared the full dossier and supporting materials with the department committee. ☐ Received the signed department committee evaluation ☐ Completed an signed the department chair evaluation • Saved file to candidate's folder ☐ Transferred the electronic dossier to the designated individual in the dean's office and the Provost Office (pt@unlv.edu) using UNLV's secure file transfer system. (*mid-September*)

Promotion and Tenure Instructions

Dean's Office Procedures

Overview

Below are instructions to assist deans through the promotion and tenure document-handling process. The dean's office is responsible for:

- Receiving the electronic dossier from each department chair/ school director in the college
- Sharing the dossiers with the college committee (ensuring the confidentiality of the personnel files is maintained)
- Collecting, from the college committee chair, the committee's evaluation of each candidate
- Providing his/her evaluation, and then transmitting the signed college/school evaluation to the Provost's Office (pt@unlv.edu).

Below are suggestions on how to best fulfill these responsibilities.

Share Files with College Committee

Using one of the two options for maintaining the personnel file, the dossier should be shared with the college committee.

Complete Evaluation

The college promotion and tenure evaluation forms can be found on the Provost's website. These forms are presented as Adobe PDF's and are designed to be completed by the college committee first and then by the dean. These *two-part files* will require the chair of the committee to electronically sign the form before transferring it to the dean for his/her evaluation and electronic signature.

1. Complete all of the fields for your section (Department/Unit Committee Evaluation, Department Chair/Unit Director Evaluation).
2. The committee chair will complete the *Applicant Information* section.
3. Enter the current *Date*
4. Click the *Signature* field

Once signed by the committee chair and dean, the file should be sent to Provost's office (pt@unlv.edu).

Submit Evaluation to Provost's Office

Using UNLV's secure file transfer system, dean's offices will email the completed and signed evaluation to pt@unlv.edu.

- Secure File Transfer Instructions

Colleges/Schools with No Departments

For those colleges/schools with no department-level review, please review the department chair responsibilities. Any questions or requests for assistance concerning the electronic forms or file transfer protocols should be addressed to Wonda Riner, Faculty Support Coordinator (Wonda.Riner@unlv.edu), and any questions or requests for assistance concerning P&T procedure should be addressed to Vice Provost Gregory Brown (Gregory.Brown@unlv.edu).

Promotion and Tenure Instructions

Dean's Office Checklist

The following checklist is provided to ensure all responsibilities have been completed.

☐ Received full dossier from each department chair

☐ Shared the full dossier and supporting materials with the college committee.

☐ Received the signed college committee evaluation

☐ Completed and signed the dean's evaluation

☐ Submitted the completed and signed college evaluation to the Provost office (pt@unlv.edu) using UNLV's secure file transfer system. (October 4th)

Promotion and Tenure Instructions

Provost Office Procedures

Overview   The Provost's Office is responsible for:

- Ensuring all materials and procedures conform to NSHE handbook and UNLV bylaws.
- Responding to queries from chairs/ directors, deans, P&T committee chairs and P&T applicants who seek guidance on procedural questions that may arise in the course of the P&T cycle. (Questions concerning UNLV bylaws shall be referred to the Faculty Senate.)
- Collecting the electronic dossiers, department, and college evaluations and providing all of these electronic files for each candidate to the Faculty Senate P&T Committee chair and members.
- Receiving from the Faculty Senate P&T Committee chair the committee recommendations.
- Reviewing dossiers and evaluations from department, college and Faculty Senate committee and making recommendations to the president.
- Informing faculty members of the decisions of the president.
- Adjudicating reconsideration requests submitted by unsuccessful applicants, after having requested and received reasons for denial, and in light of recommendations from chair and dean on the reconsideration request.
- Meeting with the Faculty Senate P&T committee to review and assess the process and consider its recommendations for improvement for future years.

Promotion and Tenure Instructions

Secure File Transfer Instructions

Access Secure File Transfer

These instructions are for department chairs and dean's office designated individuals to transfer electronic dossiers securely to committee chairs and members of the committee.

Log in to UNLV Secure File Transfer (https://sharefiles.oit.unlv.edu/) using your *Lotus Notes email address and web password*. Using the web-based email, share the files with the selected recipients.

For assistance with UNLV Secure File Transfer, please contact the IT Help Desk at 702-895-0777. (http://oit.unlv.edu/sharefiles)

Promotion and Tenure Instructions

Transfer Files to Committee

After logging in, enter the following information:

    a.   ***To:*** enter the email address for the individual(s) to be given access to the dossier and/or evaluations.

    b.   Click the ***add cc*** button and enter pt@unlv.edu. This will transmit a secure copy to the provost's office to be recorded and prepared for eventual review by the Faculty Senate P&T committee, after the department and college level evaluations have been received.

    c.   ***Subject:*** "P&T [College/School Name] [Year] [Candidates name]"

    d.   Click the ***Choose Files*** button under Attachments and select the files for the applicant.

    e.   ***Message:*** Please enter the following disclaimer:

> **Confidentiality Notice:** The information transmitted in this message, including all attachments, is intended only for the person(s) or entity to which it is addressed and contains confidential and/or privileged material. This information is only to be accessed by those university personnel and personnel committees authorized to review the materials as part of the promotion and tenure process. The contents of this message are not to be shared or discussed outside of the promotion and tenure review process. If you have received this message in error, please contact the sender and destroy any copies of this information.

    f.   Because these are personnel documents leave the option for Authentication set to ***Required***.

    g.   Keep the option to ***send a copy to myself*** checked.
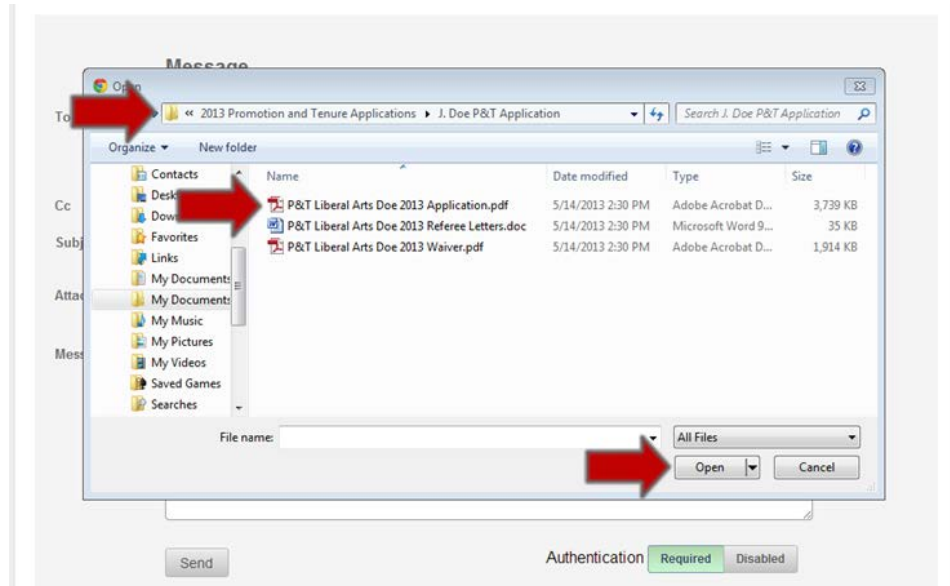
    h.   ***Send***

Promotion and Tenure Instructions

File Upload Tip   Multiple files can be added at once. Therefore, it is recommended to store all files for each candidate together. (e.g. *My Documents > 2013 Promotion and Tenure Applications > PT Liberal Arts 2013 Smith*.) Then all files can be selected at the same time.

Promotion and Tenure Instructions

File Recipient List

Sender	Recipient(s)	File Attachments
Dept. chair *(optional)*	Dept. committee chair	• PT [College] [Year] [Candidate name].pdf (application) • PT [College] [Year] [Candidate name] Coversheet.pdf • PT [College] [Year] [Candidate name] Evaluations.pdf (annual evaluations/mid-tenure review) • PT [College] [Year] [Candidate name] Referees.pdf (referee letters) • PT [College] [Department/School] [Year] Standards.pdf
Dept. committee chair *(optional)*	Dept. committee	• PT [College] [Year] [Candidate name].pdf (application) • PT [College] [Year] [Candidate name] Coversheet.pdf • PT [College] [Year] [Candidate name] Evaluations.pdf (annual evaluations/mid-tenure review) • PT [College] [Year] [Candidate name] Referees.pdf (referee letters • PT [College] [Department/School] [Year] Standards.pdf
Dept. committee chair	Dept. chair	• PT [College] [Year] [Candidate name] Department Evaluation.pdf
Dept. chair	Dean's office selected individual Provost's office	• PT [College] [Year] [Candidate name].pdf (application) • PT [College] [Year] [Candidate name] Coversheet.pdf • PT [College] [Year] [Candidate name] Evaluations.pdf (annual evaluations/mid-tenure review) • PT [College] [Year] [Candidate name] Referees.pdf (referee letters • PT [College] [Department/School] [Year] Standards.pdf • PT [College] [Year] [Candidate name] Department Evaluation.pdf
Dean's office *(optional)*	College committee chair	• PT [College] [Year] [Candidate name].pdf (application) • PT [College] [Year] [Candidate name] Coversheet.pdf • PT [College] [Year] [Candidate name] Evaluations.pdf (annual evaluations/mid-tenure review) • PT [College] [Year] [Candidate name] Referees.pdf (referee letters • PT [College] [Department/School] [Year] Standards.pdf • PT [College] [Year] [Candidate name] Department Evaluation.pdf
College committee chair *(optional)*	College committee	• PT [College] [Year] [Candidate name].pdf (application) • PT [College] [Year] [Candidate name] Coversheet.pdf • PT [College] [Year] [Candidate name] Evaluations.pdf (annual evaluations/mid-tenure review) • PT [College] [Year] [Candidate name] Referees.pdf (referee letters • PT [College] [Department/School] [Year] Standards.pdf • PT [College] [Year] [Candidate name] Department Evaluation.pdf
College committee chair	Dean's office selected individual	• PT [College] [Year] [Candidate name] College Evaluation.pdf
Dean's office	Provost's office	• PT [College] [Year] [Candidate name] College Evaluation.pdf

Promotion and Tenure Instructions

Governing Documents

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

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"

UNLV Policy on Early Tenure

UNLV's Policy on Early Tenure is available at:

http://www.unlv.edu/assets/provost/policies-forms/Early_Tenure_Policy.pdf

Promotion and Tenure Instructions

Getting Your Questions Answered

Content Questions
Questions regarding the content of the application or other materials should be directed to:

Gregory Brown, Vice Provost for Faculty, Policy, and Research
Phone: 702-895-3496
Email: Gregory.brown@unlv.edu

Process Questions
Questions regarding the promotion and tenure process should be directed to:

Elisa Watts
Phone: 702-895-2322
Email: elisa.watts@unlv.edu

Technical Questions
Questions regarding the use of the Adobe PDF forms and /or digital signatures should be directed to:

Wonda Riner, Faculty Support Coordinator
Phone: 702-895-0730
Email: wonda.riner@unlv.edu

UNLV Bylaw Questions
Questions regarding UNLV Bylaws and the Faculty Senate P&T Committee should be directed to:

Shannon Sumpter, Chair Faculty Senate (2012-2013)
Chair Faculty Senate Promotion and Tenure Committee (2013-2014)
Phone: 702-895-3689
Email: facultysenate@unlv.edu