



Tenure and Promotion

New Faculty Orientation

08.18.2023

Tenure and Promotion

- ❑ Tenure and Promotion are two vitally important processes for academic faculty.
- ❑ Conditions of Tenure: *“The major objectives of 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 community that their expected services and performances in the future justify the privileges afforded by tenure.” (NSHE Code 3.1.2).*
 - ❑ Tenure at UNLV is typically awarded at the end of an extensive process of review and evaluation.
- ❑ Promotion to several possible ranks for non-tenure track faculty and promotion to full professor for tenured faculty, **is a recognition of excellence and achievement**, awarded following extensive review and evaluation.

Tenure @ UNLV

- Begins with Hiring Process: With Excellent Hires, Everyone is Potentially 'Tenurable' & 'Promotable'
- Fostered in Mentorship and Evaluation
- At UNLV - No Quotas/Barriers
- One of the Most Important Faculty Governance Responsibilities.
- Process of Ensuring Comparable Rigor (Equity), Confidentiality and Consistency is maintained throughout the review process.

Tenure & Promotion

The Role of the Provost, the Office of Faculty Affairs and the Faculty Senate

Dr. Christopher Heavey

Executive Vice President & Provost

Dr. Janet Dufek

Vice Provost of Faculty Affairs

Faculty Senate

Chair of the Faculty Senate: Dr. Bill Robinson
University Tenure & Promotion Committee

A shared responsibility to ensure

- Good Practice in Tenure and Promotion Evaluation
- Clarity in Standards and Procedures for Tenure and/or Promotion Evaluation
- Consistency in Tenure and Promotion Decisions
- Candor in the Evaluation of Faculty

University Tenure & Promotion Committee

- A Faculty Senate Standing Committee

Members of the Committee

Chair: Dr. Christina Demopoulos (non-voting member)

Vice Chair: Dr. Fiona Britton (non-voting member)

Elected faculty and alternates from:

School of Business	College of Liberal Arts
School of Dental Medicine	University Libraries
College of Education	School of Medicine
College of Engineering	School of Nursing
College of Fine Arts	School of Public Health
College of Hospitality	Colleges of Sciences
Integrated Health Sciences	College of Urban Affairs
School of Law	

Vice- Chair of the Faculty Senate (non-voting member)

Rigor in the Evaluation Process for Tenure Recommendations

- The tenure dossier of the application is compiled by the candidate and includes solicited external letters of review.
- At each academic level (department/school/college) tenured faculty will vote for or against tenure.
- A recommendation with a voting tally will be added to the dossier before forwarding to the unit supervisor (chair/director/dean), who also provide a recommendation supporting or opposing tenure.
- The dossier moves to the University Tenure and Promotion Committee, who will assess comparable rigor of criteria and procedure across units. The Committee will include a recommendation supporting or opposing tenure with a vote tally before forwarding the dossier to the Executive Vice President and Provost (EVPP).
- After consideration of the entire dossier, the EVPP will provide recommendations to the President.
- The EVPP will notify each applicant of the decision of the President.
- The President will recommend successful candidates to the Board of Regents for approval.

Tenure and Promotion- UNLV Academic Faculty

☐ Nontenured Faculty

Ranked academic faculty who are in tenure-track positions but have not completed their probationary period.

- ☐ Assistant Professor

- ☐ Associate Professor

☐ Nontenure-track Faculty

Academic faculty (designated Rank 0) are not eligible for tenure but are eligible for promotion.

- ☐ Lecturers

- ☐ Faculty-in-Residence (Assistant, Associate Professor)

- ☐ Research Faculty (Assistant, Associate Professor)

How do I learn about the tenure and promotion process at UNLV? (1 of 2)

- ❑ Familiarize yourself with the documents surrounding the Tenure & Promotion process.

The Tenure & Promotion process is managed by the Office of Faculty Affairs (OFA).

- ❑ Available resources on the OFA website
<https://www.unlv.edu/ofa/processes/tenure-promotion>

- ❑ You may also direct your questions to the OFA, particularly about how to navigate the process.

How do I learn about the tenure and promotion process at UNLV? (2 of 2)

- ☐ Gather all department and/or college specific materials that apply to you (tenure-track, nontenure-track, mid-tenure)
- ☐ Attend one of the Tenure & Promotion Faculty Forums held **each Fall and Spring**.
- ☐ Speak with your peers, tenured, tenure-track faculty within your department /college/unit.
- ☐ Speak with the Faculty Senate, Faculty Senators, UNLV Tenure & Promotion Committee representatives, or Department/College Tenure & Promotion Committee members.

OFA Resources and Training



UNLV Folio Tenure and Promotion Workshops for both candidates and reviewers.



GET ONE-ON-ONE HELP

Book a one-on-one appointment with the UNLV FOLIO Support Team.



USER GUIDES & VIDEOS

Visit our UNLV Resources and Training page
(<https://www.unlv.edu/ofa/processes/unlvfolio/resources>)

OFA Resources for Tenure and Promotion (1 of 2)

UNLV UNIVERSITY OF NEVADA, LAS VEGAS


TOPICS ▾ AUDIENCES ▾

≡ Office of Faculty Affairs

Information for Candidates

Tenure Flexibility	Guide	Tenure-Track	Nontenure-Track	Applying for Tenure and/or Promotion	Learning about Progress	Key Dates
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Tenure and Promotion Forum

[View the latest slide deck](#) 

OFA Resources for Tenure and Promotion (2 of 2)



Tenure & Promotion Guide

Updated annually in January

Includes information about tenure and promotion, promotion to full professor, and nontenure-track promotion for candidates, administrators, and reviewers.

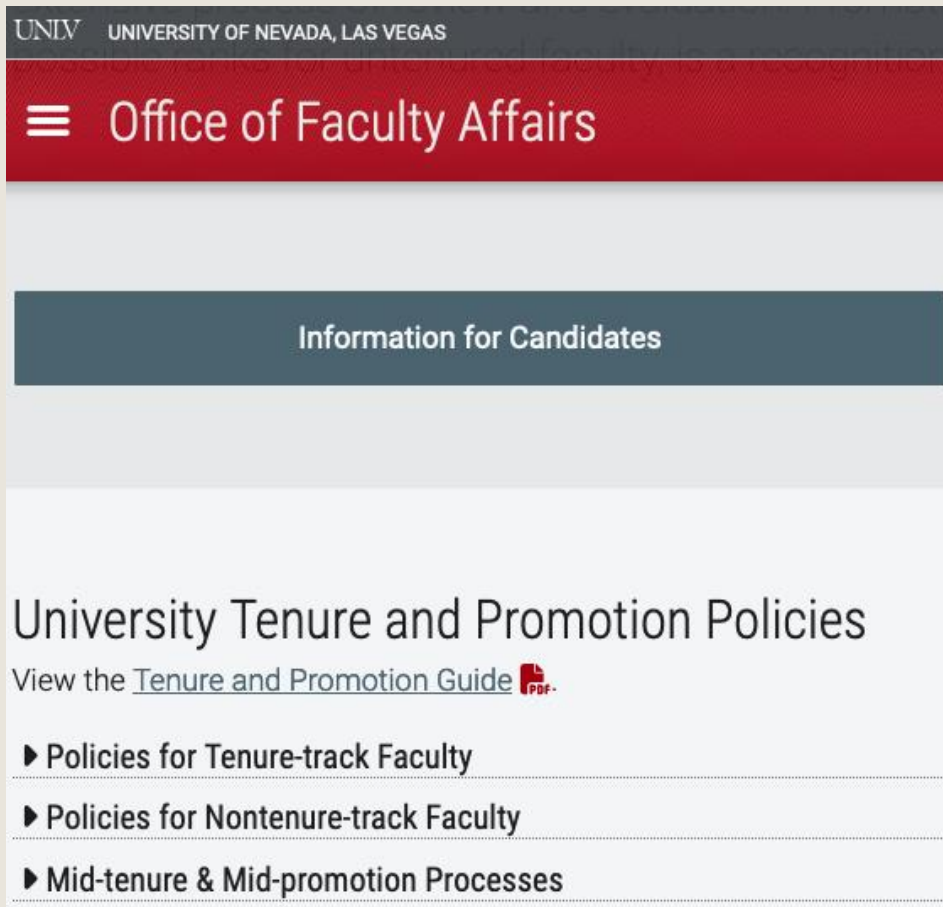
2023-2024 Tenure and Promotion Guide

Includes information about tenure and promotion,
promotion to full professor, and nontenure-track
promotion for candidates, administrators, and reviewers

Updated February 2023

UNLV | Office of
FACULTY AFFAIRS

Which policy documents dictate the tenure and promotion process?



The tenure and promotion process is outlined in two important documents:

- ❑ Title 2, Chapter 3 of the NSHE Board of Regents Handbook* (“the NSHE Code”)
- ❑ UNLV Bylaws* (usually called “the Bylaws”).

*Links are provided on the OFA website.

Which Standards are Used for Evaluation?

☐ Candidates for tenure

☐ Unless otherwise negotiated, candidates are evaluated for tenure under the **standards in place at the time of hire.**

- In compliance with UNLV Bylaws and the NSHE Code, the unit/college/School will set standards of rigor and assessment procedures for recommendation to tenure.
- These guidelines will be presented to all tenure-track faculty at time of hire and will be the standard of evaluation for the granting of tenure.

☐ Candidates for promotion only

☐ Includes both nontenure-track faculty applying for promotion, and tenured faculty applying for promotion to Rank IV.

☐ Are evaluated under the **standards in place at the time of application.**

Tenure and Promotion Standards of Performance

The faculty of each department/school/ college shall establish criteria appropriate to the discipline(s) that define standards of performance and sustained effectiveness in:

- 1) teaching, or other assigned duties that do not include instruction,
- 2) research, scholarship, creative, clinical or entrepreneurial activity, and
- 3) service

Evaluation Criteria



RESEARCH/SCHOLARLY
ACTIVITY



SERVICE



TEACHING
(ACADEMIC/CLINICAL)

Evaluation Criteria

- ☐ Evaluation System

- ☐ Excellent
- ☐ Commendable
- ☐ Satisfactory
- ☐ Unsatisfactory

- ☐ Annual Evaluation with Department Chair (Spring)

- ☐ Review of primary/secondary/tertiary duties.
- ☐ Review of “progress toward promotion in title only”

- ☐ The Bylaws for each Unit/Department/College will outline the categories for excellence versus a minimum of satisfactory, based on the evaluation criteria.

Mid-Tenure /Mid-Promotion Review

- ❑ In addition to an annual review conducted by chairs/directors and deans, every candidate will have a mid-tenure (pre-tenure) review at the mid-point of the probationary period.
 - Mid-Tenure Review: Tenure-track faculty [College] [Department]
 - Mid-Promotion Review: Non-tenure track faculty [College] [Department]
 - Mid-Promotion Review: Tenured faculty - Full Prof. (Rank IV) [College] [Department]
- ❑ Their opinion of the candidate's progress toward tenure and/or promotion will be provided in terms of the criteria set forth in the NHSE Code, the university, college and unit bylaws, and any officially sanctioned standards provided.

When Do Faculty Apply for Tenure?

- ❑ Candidates wishing to apply for tenure are expected to be **in rank for 6 years** of employment.
 - NSHE Code – Probationary period is no more than 7 years; if tenure is denied, a 1-year terminal contract follows. **Year 6 is generally the decision year.**
- ❑ **UNLV Tenure Flexibility**
 - Provides the option to request early tenure or an extension. Please review the Flexibility of Pre-Tenure Probationary Period Policy.
 - Faculty may only apply for tenure once so a choice to apply early should be made very carefully.
 - Probationary period may be extended for family medical leave or other circumstances (e.g. COVID-19) approved by the President.

When Do Faculty Apply for Promotion?

- ❑ UNLV Bylaws: Candidates wishing to apply for promotion are expected to be in rank for 5 years prior to applying for promotion.
- ❑ Early applications may be considered in “*exceptional circumstances*” (see UNLV Bylaws Chapter 3, Section 16)

How Do Applicants Apply?

- Applications are reviewed in the Fall semester (Oct-Dec).
- To begin, applicants notify their department chair/unit director or dean of their intent and begin planning for the submission of their application.
 - **Plan for this notification **early** (Jan-Mar) in the prior Spring semester, since the application dossier will have to be assembled, external letters of review need to be solicited and included in the final dossier.
- Applicants use **UNLV Folio** to apply for tenure and/or promotion.
- This is UNLV's activity reporting system for academic faculty.
- Faculty will already be familiar with UNLV Folio from their annual reviews.



Timeline for Promotion

Nontenure- Track Faculty

September 1

Department Chair notifies OFA of a candidate's desire to go up for promotion.

October 1

Suggested deadline for candidates to add all promotion application materials in UNLV Folio.

**October –
December**

Review Process

Department Chair → School/Unit T&P committee
→ Dean

January 15

Deadline for submission of recommendations for promotion to the OFA.

Timeline for Tenure & Promotion

Tenure-Track Faculty

March 1	Dean notifies OFA of a candidate's desire to go up for tenure and/or promotion. OFA then creates your tenure and/or promotion case in UNLV Folio.
September 1	Deadline for candidates to add all application materials in UNLV Folio.
First Friday in October	Deans send tenure and promotion cases forward for review by the UNLV Tenure & Promotion (T&P) Committee.
October – December	Review Process by UNLV T&P Committee
December	The UNLV T&P Committee provides recommendation to the President and Executive Vice President and Provost.

You are now a UNLV Rebel and Rebels make it happen!

Plan ahead for Tenure and/or Promotion

- ❑ Mark your calendars for when you are eligible to apply for Tenure and/or Promotion.
- ❑ Familiarize yourself with the documents surrounding the Tenure & Promotion process.
 - ❑ Make use of resources available at the Office of Faculty Affairs (OFA).
 - ❑ Gather department and/or college specific materials that apply to you (tenure-track, nontenure-track).
 - ❑ Understand the evaluation criteria and standards of performance appropriate for your rank and to your discipline.
- ❑ Know that UNLV wishes you to be successful in your academic career and wants to recognize your excellence and achievements through the Tenure and/or Promotion process.

Any Questions?

