

UNLV

2023-2024

Tenure and
Promotion

Faculty Forum



Fall Faculty Forum



FEBRUARY 15, 2024

Dr. Christina A. Demopoulos (Dental Medicine)

Chair, UNLV Tenure & Promotion Committee

Dr. Fiona Britton (Dental Medicine)

Vice Chair, UNLV Tenure & Promotion Committee

Dr. William Robinson (Business)

Chair of the Faculty Senate

Dr. Deborah Arteaga (Dept of World Languages and Cultures)

Incoming Chair of the Faculty Senate

Vice Chair of the Faculty Senate &

Tenure & Promotion Committee Non-Voting Member

Thanks to your current P&T members:

Marcus Rothenberger
Christine Clark
Emma Regentova
Jeff Burden
Carola Raab
Jing Nong Liang
Jeff Stempel

Gary Totten
Tammi Kim
Du Feng
Maxim Gakh
Amei Amei
William Sousa

Thanks to your alternate P&T members:

John Baur
Karl Kingsley
Shannon Smith
Harry Teng
Kimberly James
Cass Shum
Kara Radzak

Jean Sternlight
Paul Schollmeier
Susie Skarl
Dieu-My Tran
Soumya Upadhyay
Lawrence Mullen

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

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 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)

Tenure and Promotion

- 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 in the Review Process

Tenure and Promotion

How do I learn about the tenure and promotion process at UNLV?

- Familiarize yourself with the documents surrounding the process and available resources on the Office of Faculty Affairs (OFA) website
- Specifically, Tenure & Promotion website: <https://www.unlv.edu/ofa/processes/tenure-promotion>
- By speaking with your peers and tenured, tenure-track faculty within your department/college/unit
- By speaking with the Faculty Senate, Faculty Senators, UNLV Tenure & Promotion Committee Representatives, or Department/College Tenure & Promotion Committee Members
- Attend one of the Tenure and Promotion Forum meetings via Zoom
- You may also direct your questions to the OFA, particularly about how to navigate the process

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.



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)

RESOURCES AND TRAINING PAGE



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>)

UNLV FOLIO – FALL 2023



OFA Resources for Tenure and Promotion



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.

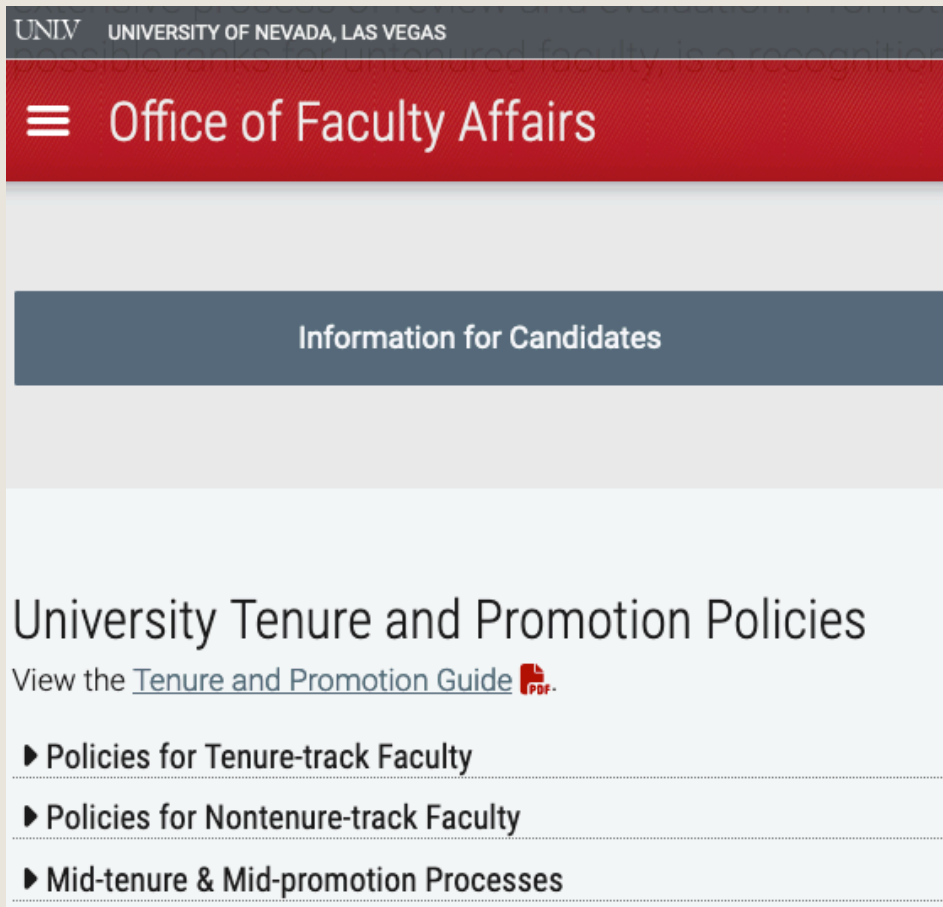
2023-2024 Tenure and Promotion Guide

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.**

Timeline for Promotion

Nontenure-Track Faculty

September 1 Dean/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/Dept Chair 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.

Faculty Senate 2023-2024

Evaluation for Promotion to Associate Professor

- The individual will meet all of the following minimum qualifications such that the rating in each standard meets or exceeds requirements in the NSHE Code Section 3.4, and the UNLV Bylaws and the overall performance demonstrates excellence and the promise of continued excellence, as defined in the appropriate unit bylaws:
- Possession of the appropriate terminal degree except as detailed in Section 16.1.4
- Demonstrated effectiveness as a university teacher or, in the case of individuals with non-teaching backgrounds, promise of effectiveness as a university teacher or demonstrated effectiveness in other assigned duties when a faculty role statement does not include instruction (In-classroom peer reviews, textbook or course materials, mentoring of graduate or undergraduate students, student evaluations).

Faculty Senate 2023-2024

Evaluation for Promotion to Associate Professor

- Demonstrated effectiveness in research, scholarship, creative, clinical or entrepreneurial activity with due recognition for the different forms such productivity may take in the various disciplines (Peer-reviewed publications and citations, independent reviews, grant or other external funding, community engagement).
- It is expected that an associate professor is on a trajectory to a strong national or international reputation in the appropriate field.

Faculty Senate 2023-2024

Evaluation for Promotion to Associate Professor

- Demonstrated effectiveness in service:
- leadership in professional or academic organizations
- a significant record of community engagement outside the university
- a significant record of contributions to the university community through participation in various administrative, governance, and planning activities
- A demonstrated ability to work with faculty and students of the university in the best interests of the academic community

Faculty Senate 2023-2024

Evaluation for Promotion to Full Professor

- Professor (Rank IV) and/or Tenure at Rank IV
- The individual will meet all of the following minimum qualifications such that the overall performance demonstrates excellence and the promise of continued excellence, as defined in the appropriate unit bylaws.
- Possession of the appropriate terminal degree except as detailed in Section 16.1.4.
- Demonstrated excellence as university teacher or, in the case of individuals with non-teaching backgrounds, promise of excellence as a university teacher or demonstrated excellence in other assigned duties when a faculty role statement does not include instruction.

Faculty Senate 2023-2024

Evaluation for Promotion to Full Professor

- Full professors are expected to demonstrate greater impact with their students as specified in unit bylaws.
- Demonstrated excellence in research, scholarship, creative, clinical, or entrepreneurial activity with due recognition for the different forms such productivity may take in the various disciplines.
- It is expected that a professor will have established national or international prominence in the appropriate field.

Faculty Senate 2023-2024

Evaluation for Promotion to Full Professor

- Demonstrated effectiveness in service:
 - leadership in professional or academic organizations
 - a significant record of community engagement outside the university
 - a significant record of contributions to the university community through participation in various administrative, governance, and planning activities
- A demonstrated ability to work with faculty and students of the university in the best interests of the academic community

Faculty Senate 2023-2024

Evaluation Criteria



RESEARCH/SCHOLARLY
ACTIVITY



SERVICE



TEACHING
(ACADEMIC/CLINICAL)

- ❑ Understand the evaluation criteria and standards of performance appropriate for your rank and to your discipline.

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.

Outside Letters of Recommendation

- ❖ An external referee shall be from outside the University with an academic rank that exceeds the applicant's and a demonstrated expertise in an appropriate field.
- ❖ Any exception to these parameters must be justified in the application.
- ❖ The applicant's unit will obtain at least four letters from external referees.
- ❖ Two letters will be from persons selected from a list of names provided by the candidate, and two will be persons not suggested by the candidate.

Faculty Senate 2023-2024

If Tenure is Denied:

- After official notification from Provost – Applicant may request reasons & Administrator responds
- May ask for reconsideration providing additional information
- Reconsideration goes through administrative chain
- President makes final decision

Faculty Senate 2023-2024

If Reconsideration is Denied:

- UNLV Bylaws allow appeal to the Grievance Committee
- Faculty Senate Bylaws detail process – elected committee conducts hearings
- Recommendation to Provost, who makes recommendation to President
- President makes final decision

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?



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