

Guidance for Mid-Tenure/Promotion Reviews

Mid-tenure reviews should occur at the mid-point of the faculty member’s probationary period. For example, if a tenure-track faculty member was hired on 07/01/2025, the mid-tenure review should occur in the 2027-2028 academic year. The employee contract should indicate in what academic year the mid-tenure review, also called pre-tenure review, should occur. See [UNLV Bylaws, Chapter I, Section 4.3.6](#), Chapter I, Section 4.3.6.

Mid-promotion reviews, also called three-year reviews, should occur before the end of the third year for nontenure-track, promotable faculty. For tenured faculty, a three-year review should be conducted three years after their tenure award date. For both nontenure-track and tenured faculty, these reviews should occur on a three-year basis until they have reached their final promotion. See [UNLV Bylaws, Chapter III, Section 8.2.3](#), Chapter III, Section 8.2.3.

Mid-reviews should occur within a specific academic year; however, whether the review occurs in the Spring or Fall is determined by the unit. The following provides a suggested timeline for these reviews based on the semester of review.

Suggested Timeline

| Spring Reviews | Fall Reviews | Task |
|--------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| January 31 | August 31 | The dean’s office notifies the Office of Faculty Affairs of the college’s mid-tenure and/or mid-promotion case creation requests. |
| February 28 | September 30 | Candidates submit their application materials through UNLV Folio. |
| March 31 | October 31 | Department committee and chair recommendations are due. |
| April 30 | November 30 | College committee recommendation is due. |
| May 15 (or at semester end) | December 15 (or at semester end) | Dean recommendation is due. The case, with all recommendations, should be submitted to the Office of Faculty Affairs. |

At the completion of the case, the faculty member should be provided feedback on their progress toward tenure and/or promotion. The Office of Faculty Affairs will provide a report to the faculty member for their records when the case is complete. Department chairs/supervisors should also consult with the faculty member to discuss the review findings and recommendations, if any, for their progress toward tenure and/or promotion.