Tenure & Promotion Information Forum

October 15, 2026

Helping faculty and those who support them better understand the tenure and promotion process at UNLV.

Presenters

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Executive Vice President & Provost

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Process & Bylaws (1)

Faculty and administrators have a shared responsibility to ensure:

- Best practice in tenure and promotion evaluation
- Clarity in standards and procedures for tenure and promotion evaluation
- Consistency in tenure and promotion decisions
- Candor in the evaluation of faculty

Process & Bylaws (2)

How Do I Learn about the Tenure and Promotion Process at UNLV?

- Familiarize yourself with the documents about the process and the resources on the Office of Faculty Affairs (OFA) website: https://www.unlv.edu/ofa/processes/tenure-promotion
- Speak with your peers, mentors, and chairs in your department/college/unit.
- Speak with Faculty Senate representatives and department/college tenure and promotion committee members.
- Attend the Tenure and Promotion Forum meetings.
- Direct your questions to the OFA, particularly about how to navigate the process.

Process & Bylaws (3)

Things to Consider as You Prepare for Tenure and/or Promotion:

- Documents:
    a. Unit Tenure and Promotion Guidelines & Bylaws
        - For tenure and promotion, bylaws at time of hire
        - For promotion, bylaws at time of application
        - See UNLV Bylaws Chapter 3, Section 16
    b. Offer Letter
- Log scholarly and service activities in UNLV Folio as you complete them.
- Office of Faculty Affairs Tenure and Promotion webpage and Tenure and Promotion Guide

Process & Bylaws (4)

Bylaws Governing Tenure and Promotion:

The tenure and/or promotion process is outlined in Title 2 of the NSHE Board of Regents Handbook (“the Code”) and the UNLV Bylaws.

Per UNLV Bylaws Chapter 3, Section 6.1, the faculty of each academic department/unit must establish its own procedures and criteria for all personnel recommendations in accordance with college/school and departmental/unit bylaws.

Process & Bylaws (5)

Within the UNLV Bylaws policies on tenure, promotion, and other relevant matters are found in:

- Chapter 1, Section 4.3: “Tenure”
- Chapter 3, Section 6: “Personnel Recommendations for Academic Faculty”
- Chapter 3, Section 8: “Annual Evaluation of Academic Faculty and Nonacademic Faculty”
- Chapter 3, Section 9: “Faculty Personnel Files”
- Chapter 3, Section 16: “Guidelines for Promotion or Appointment to Academic Rank for Academic Faculty”
- Chapter 3, Section 18: “Guidelines for Rank 0 and Unranked Positions”

Process & Bylaws (6)

Who evaluates the application (and how)?

Only tenured and tenure-track faculty, as well as faculty in residence, research faculty, clinical faculty, and lecturers may attend or serve on departmental/unit personnel committees at which recommendations for promotion, tenure, merit or annual evaluations will be made, or vote in such meetings, subject to the exceptions detailed.

Excluded from serving are department or school chairs and directors, assistant and associate deans, deans, vice and associate provosts, and provost and all other executive faculty as defined in the Board of Regents handbook, University Bylaws, or as designated by the President.

Process & Bylaws (7)

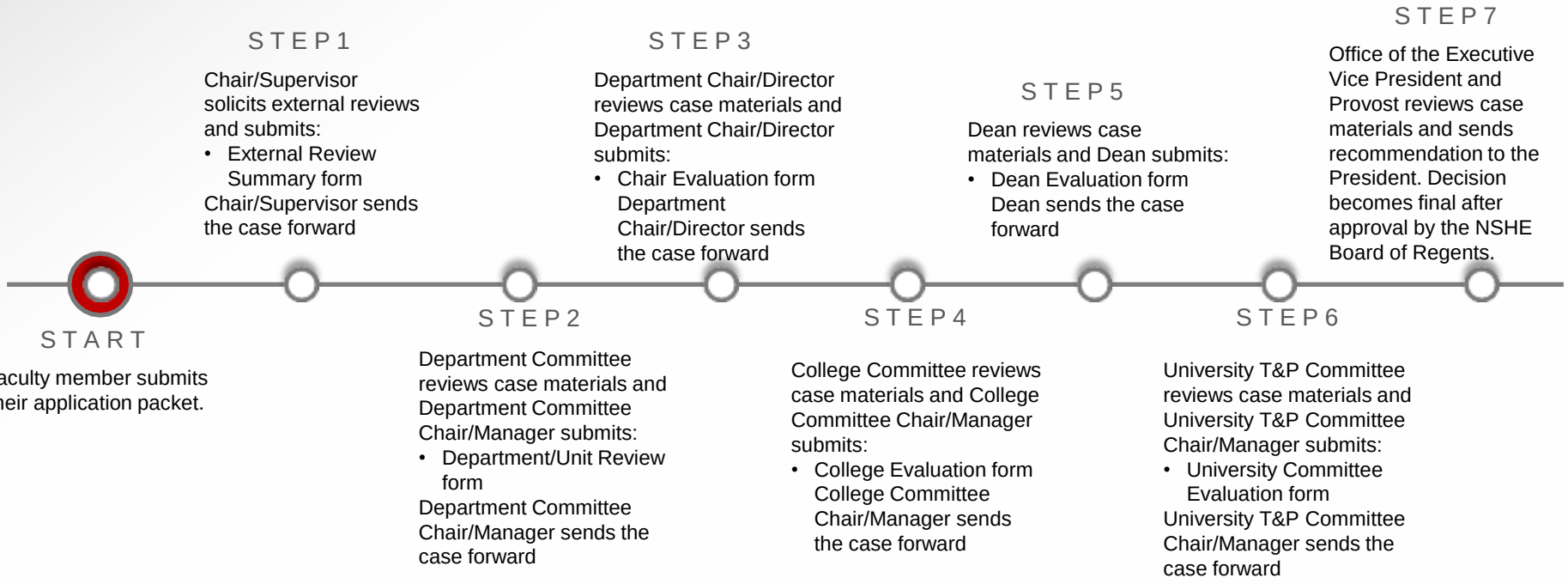
As outlined in UNLV Bylaws Chapter 3, Section 6:

- Only tenured faculty may vote on applications for tenure.
- Only tenured faculty of a rank equal to or higher than that to which the applicant aspires may vote on applications of tenured faculty for promotion.
- All academic faculty of an equal or higher rank to which the applicant aspires may vote on applications of non- tenure-track-faculty for promotion.

Process & Bylaws (8)

UNLV | Office *of* FACULTY AFFAIRS

Tenure and/or Promotion Workflow (Tenure-Track)



Process & Bylaws (9)

UNLV | Office *of* FACULTY AFFAIRS

Promotion Workflow (Non-Tenure Track)

START

Faculty member submits their application packet.

STEP 1

Chair/Supervisor solicits external reviews and submits:

- External Review Summary form

Chair/Supervisor sends the case forward

STEP 2

Department Committee reviews case materials and Department Committee Chair/Manager submits:

- Department/Unit Review form

Department Committee Chair/Manager sends the case forward

STEP 3

Department Chair/Director reviews case materials and Department Chair/Director submits:

- Chair Evaluation form

Department Chair/Director sends the case forward

STEP 4

College Committee reviews case materials and College Committee Chair/Manager submits:

- College Evaluation form

College Committee Chair/Manager sends the case forward

STEP 5

Dean reviews case materials and Dean submits:

- Dean Evaluation form

Dean sends the case forward

STEP 6

Office of the Executive Vice President and Provost reviews case materials.

Decision becomes final after approval by the Executive Vice President and Provost.

Process & Bylaws (10)

Under what standards are candidates evaluated?

The UNLV Bylaws require departments to establish unit-specific guidelines for the awarding of tenure and/or promotion:

Each department, school, and college shall establish standards and criteria for peer evaluation of faculty eligible for tenure or promotion in compliance with the requirements of the NSHE Code, the UNLV Bylaws, and its college or equivalent school bylaws.

Standards and criteria are created by the faculty of the unit and are subject to approval at the appropriate administrative channels and by the President. Criteria not detailed in the Code and pertinent bylaws and approved by the President may not be used (Chapter 3, Section 16.2.1).

Process & Bylaws (11)

Evaluation Criteria:

For tenure-track and non-tenure-track faculty (annual evaluations and tenure and promotion):

- Excellent
- Commendable
- Satisfactory
- Unsatisfactory

For tenured faculty (annual evaluations and promotion):

- Satisfactory
- Unsatisfactory

The bylaws for each department/college/unit will provide details about the standards related to the evaluation criteria

Process & Bylaws (12)

Evaluation Criteria – Across Review Period (per NSHE code)

Tenure

- Excellent rating in either Teaching OR Research, at least Satisfactory in Service

Promotion to Full Professor

- Satisfactory rating in overall performance

Rigor and assessment standards for these ratings are determined by the unit per UNLV Bylaws.

Process & Bylaws (13)

Can tenure review be delayed or accelerated?

The Flexibility of Pre-Tenure Probationary Period Policy is intended to provide career flexibility as well as protections when events that significantly impact productivity may occur (e.g., mid-year appointments, natural disasters, facility impediments, or personal or family demands that afford protection under the Family Medical Leave Act).

Candidates can also request early tenure, with the provision that, per the current bylaws (Chapter 3, Section 17.2), this is only granted in “exceptional circumstances.”

Process & Bylaws (14)

If Tenure Is Denied (Chapter 3, Section 16.9-10):

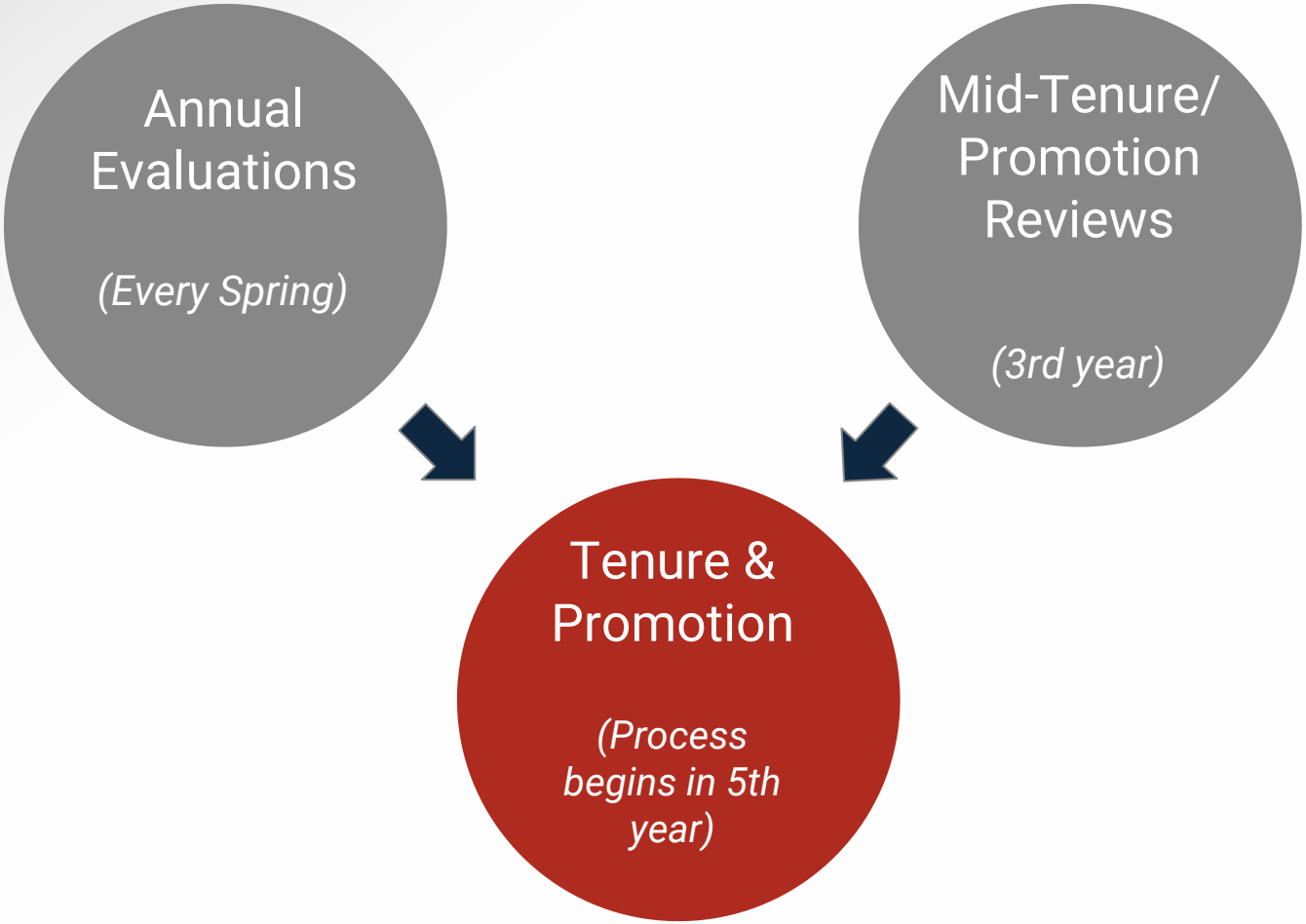
- After official notification, applicant may request reasons (within 15 calendar days)
- Administrator has 15 calendar days to respond to the request.
- After the administrator response, applicant may ask for reconsideration providing additional information (within 15 calendar days)
- Reconsideration moves through the administrative process
- President makes final decision

Process & Bylaws (15)

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

Performance Evaluations



Review Schedule

Year 3 (mid-point): Mid-Tenure/Promotion Review
Year 5: Submit application for review

Hire Date: 07/01/2025		
Academic Year	**Year**	**Action**
25/26	1	Annual Evaluation
26/27	2	Annual Evaluation
27/28	3	Annual Evaluation + Mid-Tenure/Promotion Review
28/29	4	Annual Evaluation
29/30	5	Annual Evaluation + Submit Application (Spring)
30/31	6	Annual Evaluation + Application Review/Decision
Tenure/Promotion Effective Date: 07/01/2031		

Estimate your review schedule:

Download a copy of the Review Dates Calculator (When prompted, click *Make a Copy)*

Years to Promotion

Time Periods for Promotion Recommendations

Tenured faculty seeking Full Professor

- 3 years after tenure: Three-Year Review.
  - Every three years, until final promotion is reached.
- 5 years after tenure: Submit Promotion Application

Nontenure-Track Faculty seeking any promotion

- 16.7.3 is also applied to nontenure-track faculty
- 3 years after hire date/or last promotion: Mid-Promotion Review
- 5 years after hire date/or last promotion: Submit Promotion Application

16.7.3 An associate professor is normally expected to be in rank for five years prior to applying for promotion to professor. In exceptional circumstances an application for promotion may be considered earlier. (3/10)

Tenure & Promotion: Timeline (Tenure-Track)

JANUARY-FEBRUARY	Discuss your intent to apply for tenure and/or promotion Provide the list of potential external reviewers to your chair
MARCH	Office of Faculty Affairs notified by chair or dean's office to create the case in UNLV Folio
MAY 1	Candidate submits materials for the external reviewers
SEPTEMBER	1 (or when the department begins their review): last day candidate may add/edit materials. *Enforced*. Reviews conducted by department committee, department chair, college committee, and dean
FIRST FRIDAY IN OCT	Deans should send the cases to the University Tenure and Promotion Committee. Cases due to the Provost in early Dec.
DECEMBER-MARCH	Provost and President review cases
MARCH	Board of Regents confirm decisions
JULY 1	Decision becomes effective

This General Timeline is available as a handout.

Promotion: Timeline (Nontenure-Track)

JANUARY-FEBRUARY	Discuss your intent to apply for promotion Provide the list of potential external reviewers to your chair (if required)
MARCH-SEPTEMBER 1	Office of Faculty Affairs notified to create the case in UNLV Folio *Strongly recommended: Submit cases sooner than September 1 if external letters are required.*
SEPTEMBER-DECEMBER	Reviews conducted by department committee, department chair, college committee, and dean
JANUARY 15	Deans submit cases (with all recommendations) to the Office of Faculty Affairs
JULY 1	Decision becomes effective

This General Timeline is available as a handout.

UNLV Folio – Candidate Materials

The tenure and/or promotion application packet consists of the following sections:

1. Faculty180 Vita
2. Opening Statement
3. Synopsis
4. Curriculum Vitae
5. External Waiver Release*
6. Research/Creative Portfolio*
7. Teaching*
8. Performance Evaluations
9. Tenure and Promotion Guidelines
10. Role Statement (specific to NTT Promotion Applications)
11. Tenure Flexibility Request (if applicable)
12. Additional Materials*

**If required by the unit.*

Please visit applying for tenure and/or promotion for a description of each of these sections.

UNLV
Candidate Packet Checklist
Nontenure Track

UNLV
Candidate Packet Checklist
Tenure Track

As a tenure and/or promotion candidate, you will be required to present materials for your case that reviewers (both internal and external) will consider. This checklist has been created to help you gather the appropriate information for your candidate packet.

First, notate the years in your review period: _____
If you are unsure what years are included in your tenure and/or promotion case, it can be found in the Candidate Packet section of UNLV Folio, in the Faculty180 Vita section. Second, use the checklist below to help ensure all materials are included in your packet. This checklist is for your use and does not need to be presented in your case.

Candidate Packet Checklist	Yes	No[1]
Faculty 180 Vita		
Opening Statement		
Synopsis		
Current Curriculum Vitae		
External Waiver Release		
Research/Creative Portfolio		
Teaching Section Student Teaching Evaluations *For EACH semester and course in EACH year under review, if not already attached to individual course records in the 'TEACHING: Scheduled Teaching'*		
Performance Evaluations Section Mid Review		
Annual Evaluations *Fully executed reports for EACH year under review*		
Tenure and Promotion Guidelines (Dept/College/School)		
Tenure Flexibility Request (if applicable)		
Additional Materials *As requested by the candidate's unit (ex: grant summaries, philosophy statements)*		

As you're putting your packet together, please remember to upload the materials in the appropriate section in your UNLV Folio case. Please visit unlv.edu/vpfa/processes/tenure-promotion/candidates (Applying for Tenure and/or Promotion) for more detailed information on these materials.

[1] Please email facultyaffairs@unlv.edu for guidance on any items in this column.

UNLV Folio – Resources and Training

Get one-on-one help

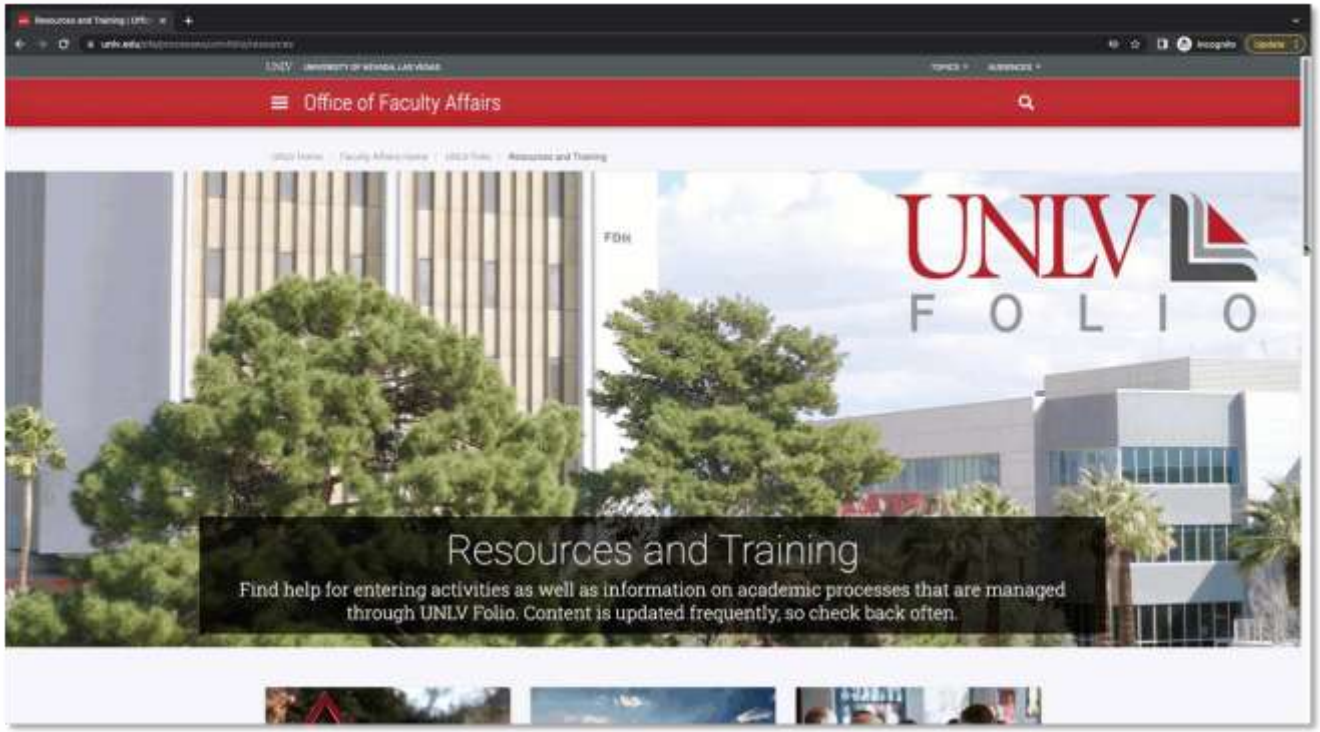
Book a one-on-one appointment with the UNLV FOLIO Support Team (in-person or virtually).

Contact us

Send us an email at unlvfolio@unlv.edu

User guides & videos

Visit our UNLV FOLIO Resources & Training page. Check out the available resources we have.



Final Thoughts (1)

Plan Ahead for Tenure and Promotion:

- Mark your calendars for when you are eligible to apply for tenure and promotion.
- Familiarize yourself with the documents surrounding the tenure and 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.
- Understand the evaluation criteria and standards of performance appropriate for your rank and to your discipline.

UNLV wishes you to be successful in your academic career and wants to recognize your excellence and achievements through the tenure and promotion process.

Final Thoughts (2)

UNLV Faculty: Success of Tenure and/or Promotion

Track	Most Recent Cycle	2013-2025
Tenure Track	88%	93%
Nontenure Track	92%	97%
Overall	89%	93%

Final Thoughts (3)

Upcoming Activities:

Tenure and/or Promotion

- Nov 19 : Tenure Flexibility Information Session | Virtual
- April 14: Tenure and/or Promotion Opening Statement Workshop | 1:30pm | BEH 240

New Faculty Academy Sessions

- Nov 4 : Managing Stress & Rejection
- Feb 10: Making Your Work Visible
- Mar 11: Networks, Mentors, & Collaborators
- April 6: Preparing for a Productive Summer

Questions?

Office of Faculty Affairs

facultyaffairs@unlv.edu

Tenure & Promotion Resources

2026-2027 Tenure and Promotion Guide

Tenure & Promotion: Information for Candidates

Tenure & Promotion: Information for Reviewers

UNLV Folio Login

UNLV Folio: Resources & Trainings

UNLV Folio: Book Appointment