Six Big Things
New Academic Faculty Need to Know

Your guide to the absolute basics of UNLV for new faculty with links for further information presented for New Faculty Orientation 2020 by the UNLV Faculty Center.

Catalog librarian Billie Mae Polson seated at her desk in Grant Hall at the Nevada Southern University (NSU) Library, 1960. Credit: UNLV Special Collections and Archive.
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1 Who Are Academic Faculty at UNLV?

Employees at UNLV are divided into four groups: student workers, classified staff, administrative faculty, and academic faculty.

The UNLV Bylaws (I.4.1.1) define academic faculty as:

“Authorized professional positions in the colleges, departments and units listed under Chapter I, Section 3.1 of the bylaws who are engaged in teaching, research, or the provision of library services, and those persons specifically identified by the president because of their need for the protection of academic freedom.”

Academic faculty include:

- **Tenured and Tenure Track Faculty**
  Typically, these faculty members are hired at Rank II (Assistant) and are eligible to receive tenure and promotion to Rank III (Associate) and, later, promotion to Rank IV (full professor).

- **Faculty in Residence**
  These faculty also teach and perform research but are not eligible for tenure. Per the UNLV Bylaws (III.18.B), they possess a terminal degree. These appointments can be extended indefinitely. Faculty in residence are eligible for promotion from assistant to associate and from associate to full.

- **Research Faculty**
  These are non-tenure track faculty hired primarily to conduct research. They can be promoted to Rank III (Associate) and Rank IV (full research professor).

- **Lecturers**
  These faculty are usually teaching intensive. Per the UNLV Bylaws (III.18.A), they do not possess a terminal degree. These appointments can be extended indefinitely. Lecturers are eligible for promotion to senior lecturer.

- **Visiting Professors**
  Visiting professors are faculty on time-bound contracts which may not be eligible for extension (BYLAWS REVISION UNDER CONSIDERATION ADDRESSES THIS)

- **Part Time Instructors**
  These faculty members are generally contracted on a per-course basis. They can teach up to four courses a semester, may be benefits eligible, and can be employed at UNLV indefinitely.
2 Teaching

Course Assignments
Course assignments are usually made by the department chair or other responsible administrator, taking into account factors like demand, curricular needs, accreditation requirements, and the UNLV Workload Policy. Most chairs solicit requests from faculty for courses to be taught, and faculty can propose new courses as well.

General Expectations for UNLV Instructors
Guidelines and policies for all instructors can be found in the 2020-21 Academic Year Memo.

Syllabus Requirements
Minimum requirements for syllabi can be found in the Syllabi Content Memo, Fall 2020.

MyUNLV
Students use MyUNLV to enroll in classes and receive grades; instructors use MyUNLV to view their course rosters and enter midterm and final grades. For tutorials on using MyUNLV as a faculty member, visit here.

WebCampus
Webcampus, powered by Canvas, is UNLV’s learning management software; you will use it to make a variety of course materials and assignments available to students. The Office of Information Technology has excellent materials that introduce instructors to Canvas here and WebCampus support available here.

Assessing Student Learning
For support in assessing student learning, the Office of Academic Assessment offers an Academic Assessment Toolbox. In addition, the Faculty Center offers several resources, including teaching observations.

Online Instruction
Support for online and remote instruction is available from the Office of Online Education and the Office of Information Technology, which offers services for everything ranging from academic profiles to Web Conferencing.
3  Research

Office of Sponsored Programs
The Office of Sponsored Programs, under the Division of Research and Economic Development, is the principal point of contact for individuals seeking and/or managing external funding for research, scholarship, and creative activities. If you are pursuing grants, you will be working with OSP. Please visit the OSP website for more information about grant discovery and management at UNLV.

Institutional Review Board
The Institutional Review Board (IRB) is a committee designated to approve, monitor, and review biomedical and social/behavioral research involving human subjects in order to protect the rights and welfare of the research subjects. UNLV has two Institutional Review Boards: the Social/Behavioral Sciences IRB and the Biomedical Sciences IRB. Each Institutional Review Board (IRB) at UNLV falls under the umbrella of the Federal Wide Assurance (FWA) #00002305, which assures that the university will adhere to federal regulations regarding human subjects research. For detailed information about the IRB review process and the UNLV Office of Research Integrity—Human Subjects, please visit the IRB website.

UNLV University Libraries: meet your liaison librarian
With the University Libraries, liaison librarians are also available to consult on research assignment design and to collaborate on instruction of valuable research skills. Please visit the University Libraries Librarians by Subject page to learn who your liaison is. Law faculty (or other faculty seeking help with the Weiner-Rogers Law Library, can learn more about the Law Library’s Liaison program by contacting David McClure, david.mcclure@unlv.edu.
4 Service

What is Service?
For most faculty positions, service is a require component for position effectiveness and tenure and or/promotion. For example, among the minimum requirements for an Assistant Professor (Rank II) are “Evidence of professional commitment, such as membership in professional organizations,” and “Willingness to meaningfully engage in the larger university community, indicating an ability to work with faculty and students in the best interests of the academic community” (UNLV Bylaws III.16.4.5-6).

Kinds of Service
At UNLV as at other universities, faculty service takes many forms. Institutional service includes participation in departmental, school, college, and university committees. For a list of Faculty Senate committees that provide outlets for university-level service, visit this page.

Further professional service opportunities abound, including serving on committees in professional organization and taking on duties such as serving on journal editorial boards and reviewing article, grant, and book submissions.
5 Shared Governance

Shared Governance

Shared governance is the process by which faculty contribute meaningfully to a university’s planning and decision-making. Through a variety of elected and appointed committees and other advisory groups and processes, UNLV faculty participate in a number of critical processes, including but not limited to admissions, curricula, and personnel policies and actions.

The Faculty Senate

The Faculty Senate is the principal governing body through which faculty exert broader influence on institution-wide policies and procedures. Composed of elected representatives from every college and major administrative unit at UNLV, the Faculty Senate is an assembly designed to act as the collective voice of the faculty in matters of university governance.

Each academic unit and the administrative faculty are represented by one or more senators. To see who your senator is, visit this page.

NSHE Handbook

The Nevada System of Higher Education is governed by Board of Regents Handbook. For faculty, Title 2 of the Handbook, known as the NSHE Code, is particularly important.

UNLV Bylaws

Under the process specified in the NSHE Handbook (Title 2, 1.3.4), UNLV has adopted its own institutional bylaws. These bylaws outline many important polices and procedures surrounding educational policy and faculty rights and duties, including the evaluation, tenure, and promotion of faculty.

Unit Bylaws

As mandated by the UNLV Bylaws, each college, school, and department at UNLV has its own bylaws. For a compendium of unit bylaws, please visit this link. These bylaws typically provide critical details for the implementation of policies and processes described in the NSHE Handbook and UNLV Bylaws. As early as possible, familiarize yourself with your applicable unit bylaws.
6 Reporting, Evaluation, & Review

Documenting Accomplishments: UNLV Folio
As a faculty member, it is important to document all of your accomplishments, including teaching, grants, scholarship, and service, via UNLV Folio, the university’s faculty information management system. The system itself and a number of tutorials are available on the UNLV Folio website. Each of the reviews below is conducted in UNLV Folio.

Annual Evaluation
Per UNLV Bylaws III.8.1, each department has written guidelines in evaluating faculty in scholarship, service, and teaching/position effectiveness. Pre-tenure and untenured faculty are evaluated a four-point scale (excellent, commendable, satisfactory, unsatisfactory) in teaching/position effectiveness, scholarship, and service, as applicable. Post-tenure faculty are evaluated as either satisfactory or unsatisfactory in each area.

The department chair or supervisor writes an annual evaluation which the faculty member reviews. For tenure-track faculty, the chair/supervisor meets with the tenured faculty and incorporates into their evaluation the sense of the tenured faculty on progress towards tenure/promotion. Annual evaluations are subject to the provisions for rejoinder and peer review specified in UNLV Bylaws III.8.3.

Mid-tenure/promotion
Per UNLV Bylaws III.8.2.3, “Separate from annual evaluations, progress toward tenure and/or promotion shall be assessed every three years, as applicable. Faculty requesting promotion to rank IV shall be entitled to a narrative appraisal prepared in consultation with the appropriate faculty based on the standards and procedures of the unit.” This review does not replace the annual evaluation.

Tenure/promotion review
The guidelines and standards for tenure and promotion review and appointment are specified in UNLV Bylaws III.16. For more information including a detail guide to current practices, please visit the Office of Faculty Affairs Tenure and Promotion website.