Tenure & Promotion at UNLV

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Applying for Tenure and Promotion
All Questions Answered
Today’s discussion

1. Applying for Tenure & Promotion
2. The Opening Statement
3. UNLV Folio
1. Applying for Tenure & Promotion
All the documents you need

• All university-level documents are here:
  • https://www.unlv.edu/provost/promotion-tenure
• Guides for candidates & application info
• Also check for department and/or college materials that apply to you
• Make sure you understand the standards you will be evaluated under
Tenure review

• Happens at several levels, starting with department
• Moves upward towards Provost/President
• Provost’s office oversees process, but units execute much of it
Promotion to full

- Usually after more than five years in rank
- Similar process to promotion & tenure
- Higher standards:
  - Continued teaching effectiveness
  - Significant contributions to discipline
Nontenure-track promotion

• Research faculty: promoted in accordance with the general guidelines for academic rank

• Same timeline as TT process

• Review by University T&P Committee
Nontenure-track promotion

• Lecturers: can be promoted to Senior Lecturer

• Unit-driven, not on TT timeline, no review by University T&P Committee

• Faculty in Residence: promoted in accordance with the general guidelines for academic rank

• Unit-driven, not on TT timeline, no review by University T&P Committee

• Deadline for application is 3/1
External letters

• Primarily a portfolio review—not a personal recommendation
• Guarantee of academic rigor across the field
• Check on internal processes
• Carry much weight at campus level
• Should NOT be from close friends, associates
Timeline

1. SEEK ADVICE
2. Notify chair of intent to apply
3. Provide vita and supporting materials
4. Chair solicits external review (2 from candidate’s list, 2 not)
5. Candidate submits “final” application materials to chair
Timeline

6. **Department** discusses, votes, provides recommendation
7. **Chair** writes recommendation
8. **College committee** discusses, votes, provides recommendation
9. **Dean** writes recommendation
10. Dean forwards to Provost’s office
11. Provost’s office ensures dossier is complete
Timeline

12. University TPC reviews, votes, writes recommendation, forwards to Provost (December)

13. Provost reviews, writes recommendation (January)

14. President approves Provost recommendation

15. Board of Regents approves (March)

16. New contract with new rank, salary (July 1)
Who Recommends for Tenure & Promotion?

1. Department
Full department or committee votes, writes recommendation

2. Chair
Writes recommendation.

3. College
The College Committee conducts a review, votes, and provides a recommendation.

4. Dean
Writes recommendation.

5. University
The University Tenure & Promotion Committee reviews the previous recommendations and makes its own recommendation; if all previous recommendations are positive, it usually affirms their recommendations.

6. Provost
The Provost makes the final recommendation to grant tenure and promotion (President approves).

0. External Reviewers
Four external reviewers independently write recommendations based on materials provided by chair.
2. The Opening Statement
How you say it

• Not only what you say...

• [https://www.youtube.com/watch?v=PqxpC_jYncE&list=PLZMNNjLu4toQ_alCnH6vONz7VvlY0ZRczC](https://www.youtube.com/watch?v=PqxpC_jYncE&list=PLZMNNjLu4toQ_alCnH6vONz7VvlY0ZRczC)
The application

• Application is generated from UNLV Folio
• Includes info on teaching, research, service
• And opening statement
• This is the most important part
Opening statement

- First, introduce yourself to non-specialists
- Then, explain *what* you have done, *why* it matters
- Summative, not exhaustive
- In first person
- Don’t be modest
- Should be one page
A template

• Four sections

1. Intro to you (3-4 sentences)
   • You/your focus within discipline
     • For non-teaching faculty, job
   • Explain it to a non-specialist
   • Overall arc of work
   • Do NOT say “I have demonstrated excellence in scholarship, teaching, and service, meeting or exceeding department, college, and university standards for tenure and promotion.”
2. Summary of teaching/job
   • Teaching philosophy
   • Courses taught/students advised
   • Mention awards
   • And steps you’ve taken towards improving

3. Summary of research & impact
   • Total # peer-reviewed articles, books published (or creative outputs)
   • Arc/stream of research
   • Total external grant funding
A template

4. Service (briefly)
   • Show you’ve done your duty
   • Mention leadership roles

5. Quickly conclude
   • Your commitment to UNLV’s mission and your determination to magnify that commitment after tenure/promotion
Preparing the dossier

• Candidate generates the application form by running UNLV Folio “vita”
• Copy/paste opening statement, other narratives here
• Chair assembles rest of dossier for department review
• Other levels add to it
The dossier includes...

- Completed application form
- Candidate waiver form
- Cover sheet for external referee letters
- Solicitation letters sent to external referees
- Returned external referee letters
- Past annual evaluations
- Mid-tenure evaluation
- Department/unit tenure and/or promotion committee evaluation (if applicable)
- Department chair/unit director evaluation (if applicable)
- College/school tenure and/or promotion committee evaluation
- Dean evaluation
- Department/unit standards for tenure and/or promotion (if applicable)
- College/school standards for tenure and/or promotion
3. UNLV Folio
UNLV Folio

• Used to record activities, generate review, promotion, & tenure reports/application
• Login using ACE account
Faculty 180

- Enter your bio information, activities here
- Use it to run vitae
- Start by confirming/entering "Profile" information
- Then check "Activities" and enter new ones
Activities

- GENERAL: Awards and Honors
- GENERAL: Professional Memberships
- GENERAL: Professional Development
- GENERAL: Workload and Reassignment Information
- TEACHING: Scheduled Teaching
- TEACHING: Other Teaching/Instruction
- TEACHING: Directed Student Learning/Mentorship
- TEACHING: Course, Program, or Curriculum Development
- TEACHING: Academic Assessment Activities
- SCHOLARSHIP: Scholarly and Creative Work
- SCHOLARSHIP: Grants, Contracts, and Funded Activities Managed by the Office of Sponsored Programs
- SCHOLARSHIP: Other Grants, Contracts, and Funded Activities
- SCHOLARSHIP: Media Contributions
- SERVICE: Professional Service
- SERVICE: Public Service/Community Engagement
- SERVICE: University Standing Committees
- SERVICE: Other University/System Service
- OTHER: Consulting
- OTHER: Clinical Activities
- SUPPLEMENTAL: Narrative Statements for Reviews and Applications

Go Back
Running a vita

• Go to “Vitas & Biosketches” tab
• Choose “Tenure and Promotion Application” (view it)
Vita

• Select date range
• Export/share (Word, pdf, Interfolio Dossier, web link)
Get started

• “Do not fear mistakes. There are none.”
  - Miles Davis
• At least not until you file your application
• See what works, what needs to be fixed
• Explore and ask questions
UNLV Folio Training

- Training is available
- Register on website: https://www.unlv.edu/provost/ofa/unlvfolio
Thank You!

IT STARTS WITH YOU