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 <u>standards</u> 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

- <u>Research faculty</u>: promoted in accordance with the general guidelines for academic rank

- Same timeline as TT process

- Review by University T&P Committee

Nontenure-track promotion

- <u>Lecturers</u>: can be promoted to Senior Lecturer

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

- <u>Faculty in Residence</u>: 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 <u>portfolio review</u>—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 <u>external review</u> (2 from candidate's list, 2 not)
5. Candidate submits "final" application materials to chair

Timeline

6. <u>Department</u> discusses, votes, provides recommendation

7. <u>Chair</u> writes recommendation

8. <u>College committee</u> discusses, votes, provides recommendation

9. <u>Dean</u> 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?

The Process Visualized

1. Department

Full department or committee votes, writes recommendation

0. External Reviewers

Four external reviewers independently write recommendations based on materials provided by chair.

3. College

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

2. Chair

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.
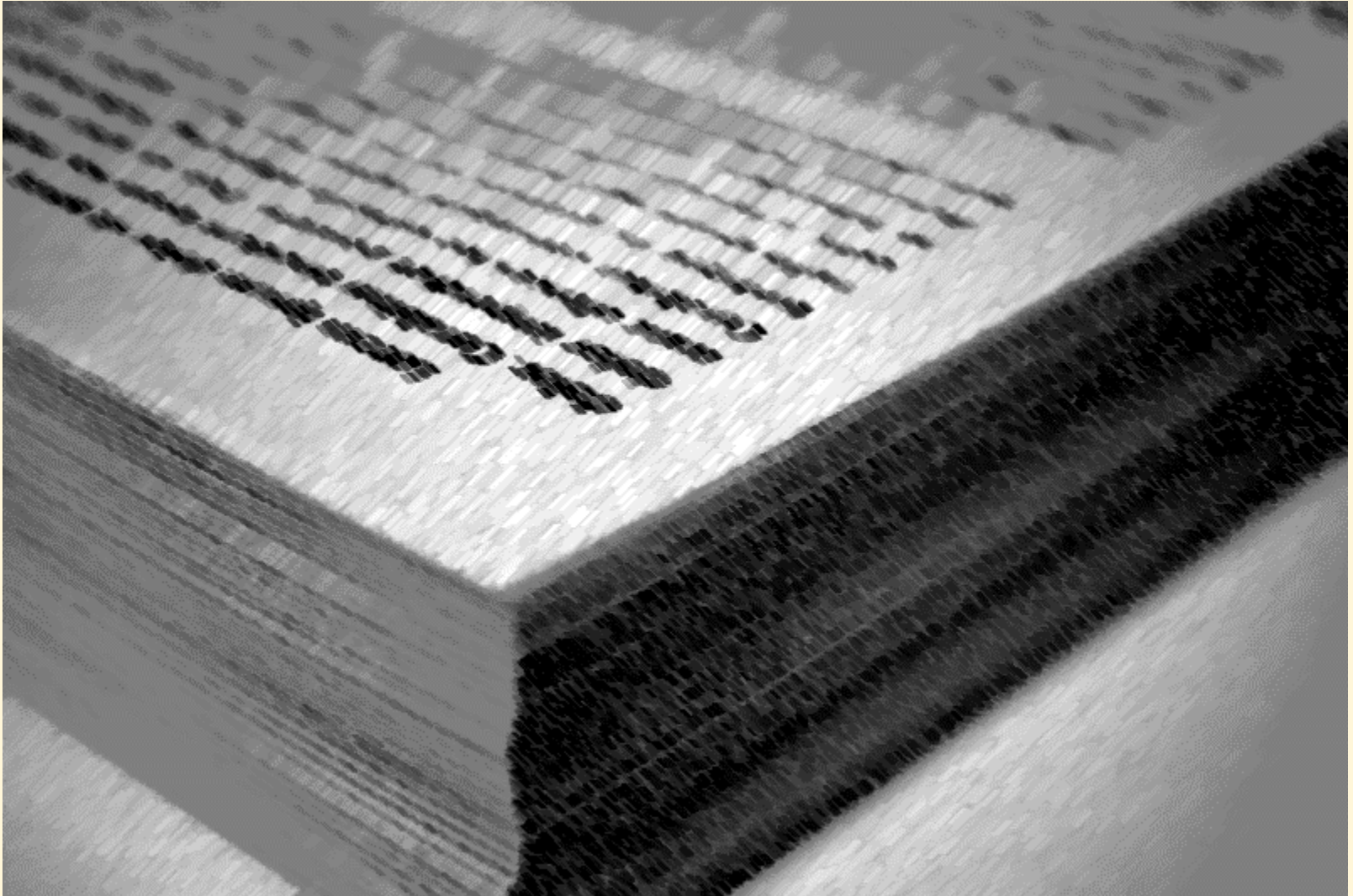
4. Dean

Writes recommendation.

6. Provost

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

2. The Opening Statement

How you say it

- Not only what you say...
- https://www.youtube.com/watch?v=PqxpC_jYncE&list=PLZMNjLu4toQ_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."

A template

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 <u>application form</u> by running UNLV Folio "vita"

- Copy/paste opening statement, other narratives here

- Chair assembles rest of <u>dossier</u> 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

Home

Faculty 180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Review, Promotion, and Tenure

Cases

Welcome back, David Schwartz

Your Action Items

Assign Activity Classifications for Imported Scholarly Works

Activity Input | Faculty 180

❯

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

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Faculty 180

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University of Nevada, Las Vegas Development ›

Profile

Jump to Section ⌄

▶ Personal Information

▶ Contact Information

▶ Biography

▶ Interests and Expertise

▶ Degrees, Certificates, and Diplomas

▶ Non-Degree Education and Training

▶ Professional Licensures and Certifications

▶ Current Position

▶ Current Employment Details

▶ Institutional Administrative Appointments

▶ Employment History

▶ Tenure and Promotion History

▶ Graduate Faculty Status and Privileges

▶ Author/Researcher Identification

▶ Online Profile

▶ Language Skills

▶ Military Experience

Go Back

Activities

Jump to Section ⌄

▶ 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)

Vitas & Biosketches

▼ **Vita Admin**

Search: [   ]

Name
Faculty Annual Achievement Report
Narrative Statements for Tenure and Promotion
StandardCV
Tenure and Promotion Application

Add

▼ **Vita / Profile Systems**

Source ▲	View Previous Import	Import	View Previous Export
ORCID Registry	View	**Import**	-

Home

Faculty 180

Announcements & Help

Profile

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Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Review, Promotion, and Tenure

Cases

Vita

- Select date range

- Export/share (Word, pdf, Interfolio Dossier, web link)

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University of Nevada, Las Vegas Development › Vitas & Biosketches ›

Vitas & Biosketches

View Vita

Vita Options	

Type* ● Institutional   ○ Personal

Tenure and Promotion Application (University of Nevada, Las Vegas) ⌄

Date range* ○ All   ● Custom

Begin*
Fall ⌄   2014 ⌄

End*
Spring ⌄   2019 ⌄

☐ Hide date range in vita output

Note: date range only applies to items from activity input

Refresh Vita   **Export/Share** ⌄   **Print**

Current Position

Label
Position
Current Academic Rank
Employment Status
Faculty Rank
Tenure Status

Tenure and Promotion History

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!