

The *Tenure and/or Promotion Application for Non-Teaching Faculty* vita is just one of the components you will include as part of your Tenure and/or Promotion application. Below is a list of sections that are used to populate the *Tenure and/or Promotion Application* vita in UNLV Folio. For more information on the Tenure and/or Promotion process or the other components to include in your application, please see the [Tenure and Promotion Guide](#).

► Profile

Current Position

This section displays academic rank and position information. More than one position may be displayed. Information here is obtained directly from Workday and therefore cannot be edited.

Tenure and Promotion History

This section includes information on when you attained your academic rank at UNLV and, if applicable, information about your tenure status at UNLV. Please update as appropriate.

Employment History

This section is used to record your compensated external (i.e., non-UNLV) employment, including both academic and non-academic roles held currently and in the past.

Education

This section displays completed academic credentials from regionally accredited or nationally recognized programs.

Non-Degree Education and Training

This section displays substantial, long-term educational training related to your discipline but not leading to a degree. This may include coursework for a degree- or credential-seeking program that was not completed.

Professional Licensures and Certifications

This section is intended to list special licenses or certifications, such as teaching certificates, professional certifications, law license, CPA, etc.

► Activities

NARRATIVE: Evidence of Effective Job Performance (Libraries)

This section provides an opportunity to summarize your accomplishments and describe ways in which your work has supported the university's research and teaching.

GENERAL: Awards and Honors

List your honors, awards, fellowships, certificates, recognitions, etc., internal and external to UNLV.

GENERAL: Professional Memberships

Formal associations with professional societies and academic, civic, and community organizations external to UNLV.

GENERAL: Professional Development

Record opportunities where you were able to attend activities that serve to inform or enhance your professional development. Participation is primarily as an attendant rather than a presenter.

GENERAL: Workload and Reassignment Information

Percentage of time allocated to teaching, research, service, administrative duties, or other duties.

TEACHING: Other Teaching/Instruction

Document teaching activities where you are the primary instructor or co-instructor that are not covered in Scheduled Teaching. This includes courses (either for-credit or non-credit) taught at other institutions, as well as workshops, master classes, and clinical/practicum/internship supervision and instruction in a group setting.

TEACHING: Directed Student Learning/Mentorship

Report advising, mentoring, and other directed instruction of individual students in a formal setting. This includes your membership in thesis and dissertation committees.

SCHOLARSHIP: Scholarly and Creative Works

Scholarly contributions and creative work products. Examples: Published books, book chapters, journal articles, poems, conference papers/proceedings, and abstracts; Choreographed dances; Composed musical work; Gallery exhibition; Directed a play; Wrote a policy white paper; Invited keynote speaker/presenter; Poster presentation; Developed a website; Created expert videos; Developed an app/software; Awarded a patent; Filed a disclosure.

SCHOLARSHIP: Grants, Contracts, and Funded Activities Managed by the Office of Sponsored Programs

Information on research that is managed through the Office of Sponsored Programs (OSP) is imported to this section and cannot be directly edited by faculty. Some fields are editable and provide opportunities for you to add additional information. Please contact UNLV Folio Support regarding questions or concerns about the display of data.

SCHOLARSHIP: Other Grants, Contracts, and Funded Activities

Records in this section include research that is funded, either internally or externally, not included in the OSP section. You can also input all unfunded grant submissions, excluding those managed by OSP (select "Submitted-Not Funded" for "Status" and enter "0" for amount awarded). Examples: Corporate sponsorship for academic programs; Grants from philanthropic foundations and organizations; Travel grants from the college/department; Research contracts; Consulting contracts.

SCHOLARSHIP: Media Contributions

Record your professional expertise that has been solicited and used in the media (Internet, magazine, newspaper, radio, or television.) This would include interviews or expert opinions as part of a media interaction.

SERVICE: Professional Service

This section captures non-compensated service in professional organizations, including officer, committee member, reviewer, and/or editor.

SERVICE: Public Service/Community Engagement

Report non-compensated activity directed toward a non-University audience.

SERVICE: NSHE/University/Unit Committees

This section is for recording service performed on a committee within the NSHE system or at any level of the university, including standing committees and ad hoc committees. First, change the "Unit" designation to reflect the correct unit this service is for (default is university-level). For standing committees, pick the committee from the drop-down list. For ad hoc committees like search committees, please select "Other" and in the field to the right, input the committee name.

SERVICE: NSHE/University/Unit Non-Committee Service

Enter service performed at or on behalf of UNLV or another NSHE institution in this section. Include your professional expertise that has been solicited and used to contribute to the advancement of professional and personal programs and events (e.g., conferences, student organizations, scholarly publications, or an individual's professional

Sections Used in the Tenure and/or Promotion Application Vita

development). Examples include, but are not limited to, serving as an editor/reviewer, guest speaker, student advisor, conference organizer, judge, program coordinator, or mentoring faculty, undergraduate and graduate students, and post docs.

OTHER: Consulting

This section displays contractual agreements for specialized services. Examples: Loaned expertise as a statistical analyst; Discipline expert on policy development for the U.S. Department of Agriculture; Government contractor at Nellis Air Force Base.

OTHER: Clinical Activities

Describe your clinical services and research specialities. Examples include treatment, counseling services, and other medical services.

Need more Help?

- > Check out the [UNLV Folio Resources page](#)
- > Email [UNLV Folio Support](#)
- > [Book a one-on-one consultation](#) with the UNLV Folio Support Team