

Tenure & Promotion Information Forum

October 17, 2024
Office of Faculty Affairs

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Presenters

Chris Heavey

Executive Vice President & Provost

Gary Totten

Vice Provost for Faculty Affairs

Allison Sahl

Director of Faculty Services, Faculty Affairs

Marcus Rothenberger

Chair, University Tenure and Promotion Committee

Winnie David

Faculty Information Systems Manager, Faculty Affairs

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Process & Bylaws

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

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

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

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.

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Process & Bylaws

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

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.

Process & Bylaws

Who evaluates the application (and how)?

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

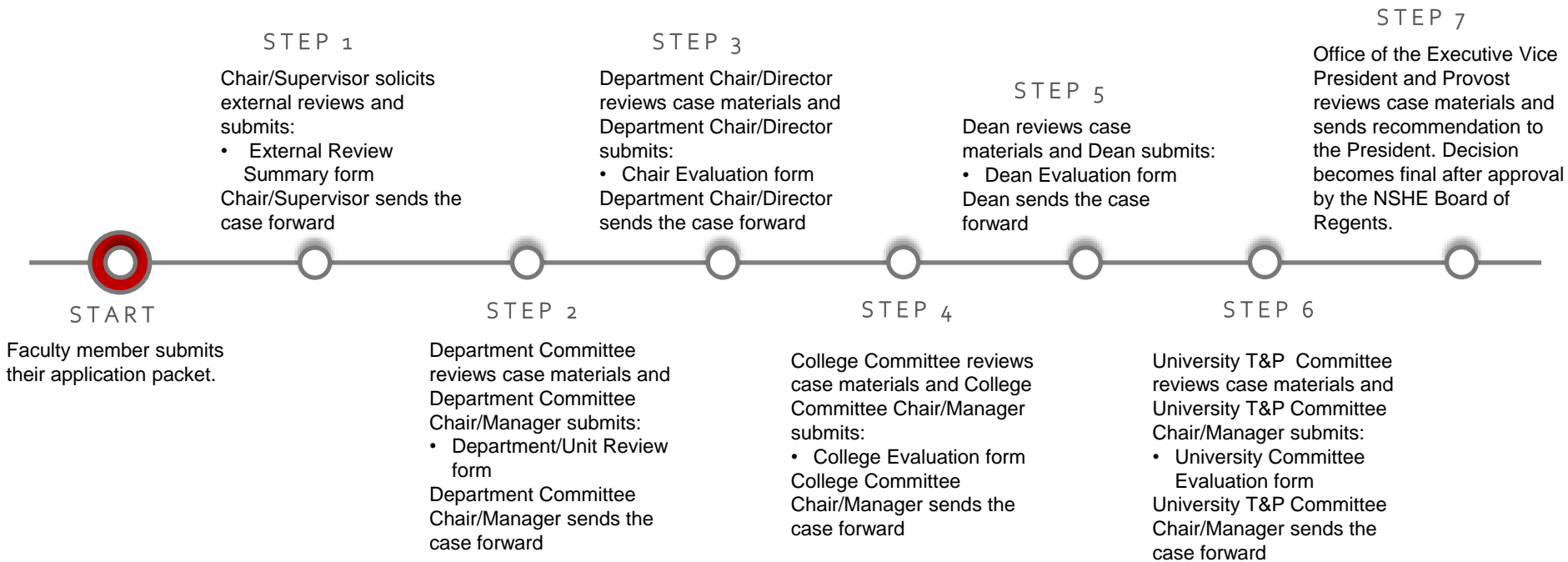
As outlined in UNLV Bylaws Chapter 3, Section 6:

- 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

UNLV | Office of FACULTY AFFAIRS

Tenure and/or Promotion Workflow (Tenure-Track) in UNLV Folio



Process & Bylaws

UNLV | Office of FACULTY AFFAIRS

Promotion Workflow (Non-Tenure Track) in UNLV Folio

STEP 1

Chair/Supervisor solicits external reviews and submits:

- External Review Summary form

Chair/Supervisor 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 5

Dean reviews case materials and Dean submits:

- Dean Evaluation form
- Dean sends the case forward



START

Faculty member submits their application packet.



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 4

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

- College Evaluation form

College Committee Chair/Manager 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.

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Process & Bylaws

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).

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Process & Bylaws

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

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

If Tenure Is Denied:

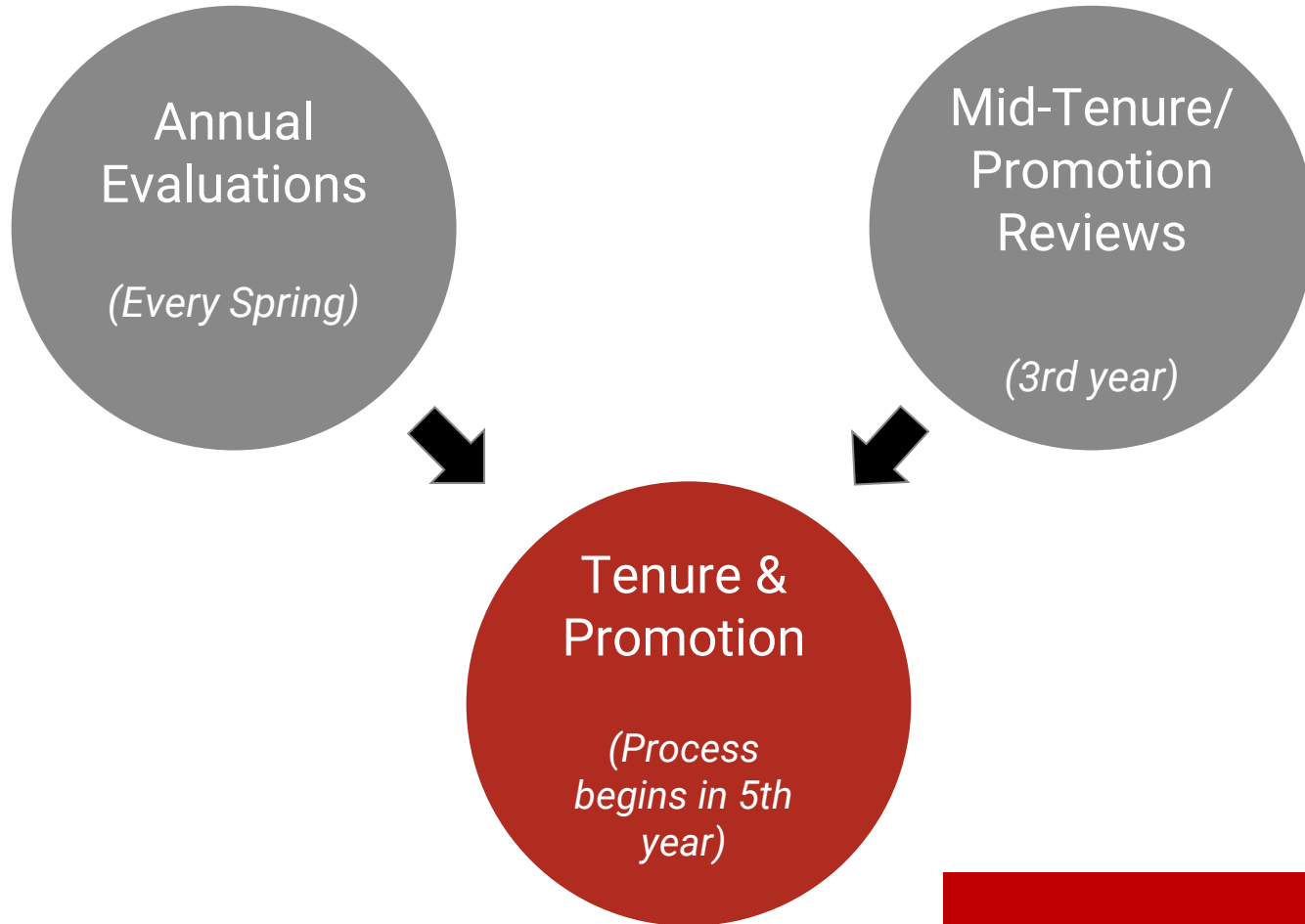
- After official notification, applicant may request reasons, and the administrator responds
- Applicant may ask for reconsideration providing additional information
- Reconsideration moves through the administrative process
- President makes final decision

Process & Bylaws

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



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 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

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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

Office of Faculty Affairs notified to create the case in UNLV Folio

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

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University T&P Committee Structure

Marcus Rothenberger, School of Business
(Chair, Univ T&P Committee)

13 Primary Members representing Colleges and Schools
(including Chair)

11 Alternate Members representing Colleges and Schools

Maria Roberts
(Vice Chair of Faculty Senate, non voting Ex-Officio Member)

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Current Primary Committee Members

Amei Amei, College of Sciences

Jeff Burden, College of Fine Arts

Christina Demopoulos, School of Dental Medicine

Du Feng, School of Nursing

Maxim Gakh, School of Public Health

Tammi Kim, University Libraries

Carola Raab, College of Hospitality

Kara Radzak, School of Integrated Health Sciences

Marcus Rothenberger, School of Business

Emma Regentova, College of Engineering

Rebecca Scharf, School of Law

William Sousa, College of Urban Affairs

Doris Watson, College of Education

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Current Alternate Committee Members

John Baur, School of Business

Christine Clark, College of Education

Hualiang (Harry) Teng, College of Engineering

Kimberly James, College of Fine Arts

Cass Shum, College of Hospitality

Keith Rowley, School of Law

Susie Skarl, University Libraries

Reimund Serafica, School of Nursing

Courtney Coughenour, School of Public Health

Hokwon Cho, College of Sciences

Lawrence Mullen, College of Urban Affairs

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University Tenure & Promotion Committee

**Thank you to all P&T Committee
members**

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University Tenure & Promotion Committee (Chair)

Marcus Rothenberger

Professor, Management Information Systems
Lee Business School

marcus.rothenberger@unlv.edu

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UNLV Folio - Candidate Packet

THE TENURE AND/OR PROMOTION APPLICATION PACKET CONSISTS OF THE FOLLOWING SECTIONS:

1. Faculty180 Vita
2. Opening Statement
3. Synopsis
4. Curriculum Vitae
5. Research/Creative Portfolio*
6. External Waiver Release*
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 THE **WHAT IS MY UNLV FOLIO T&P CASE?** OF THE [TENURE AND PROMOTION GUIDE](#) FOR A COMPLETE DESCRIPTION OF EACH OF THESE SECTIONS.

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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).

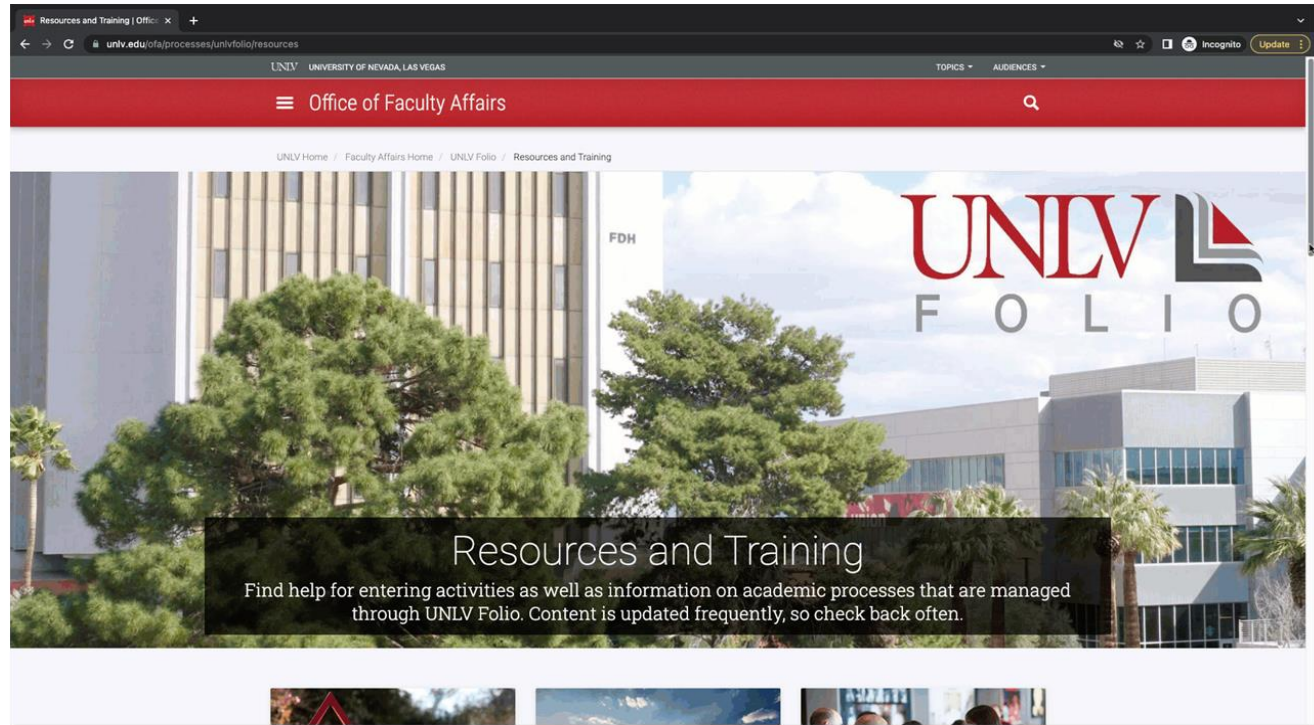
CONTACT US

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

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.

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Questions

Office of Faculty Affairs

facultyaffairs@unlv.edu

Faculty Senate

faculty.senate@unlv.edu

Tenure & Promotion Resources

[2024-2025 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](#)

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