



ACADEMIC POLICY

Promotion and Tenure Policy (AA 5)

POLICY STATEMENT

The major objectives of tenure are to provide a faculty committed to excellence and to provide a substantial degree of security to those persons who have exhibited excellent abilities, sufficient to convince the Nevada community that their expected services and performances in the future justify the privileges afforded by tenure (NSHE Code, Title 2, Section 7.1.2).

REASON FOR POLICY

Revisions to Promotion and Tenure Policy

DEFINITIONS

PROCEDURES

I. Overview of Promotion and Tenure Policy

- A. *Guiding Philosophy of Promotion and Tenure:* Promotion and tenure decisions at Nevada State College shall be based on the procedures and criteria outlined in this document and explained in detail in the Nevada System of Higher Education (NSHE) Handbook (Code), Title 2, Chapter 7, "Tenure for State College Faculty."
- B. *Conditions of Tenure:* The major objectives of tenure are to provide a faculty committed to excellence and to provide a substantial degree of security to those persons who have exhibited excellent abilities, sufficient to convince the Nevada community that their expected services and performances in the future justify the privileges afforded by tenure (NSHE Code, Title 2, 7.1.2).
- C. *Eligibility for Tenure at NSC:* Full-time and part-time academic faculty in Assistant, Associate, and Full Professor positions at Nevada State College shall be eligible for tenure. Part-time academic faculty shall be equal to at least 0.5 FTE. Administrators may be included in this condition of eligibility, but only in the capacity of academic faculty. Full-time academic faculty in these institutions in Rank 0 or Rank I positions are not eligible for appointment with, nor shall have, tenure under any circumstances (NSHE Code, Title 2, Sections 7.2.1, 7.2.2, 7.2.3).

At the expiration of a probationary period or at any time during a probationary period, academic faculty eligible for appointment with tenure may be recommended to the President for such appointment through regular personnel procedures. Recommendations for appointment with tenure shall be made by the President to the

Board of Regents. The Board has final authority in making an appointment with tenure and such appointment shall not be granted to any member of the academic faculty without an affirmative majority vote of the Board of Regents at a meeting of the Board, a quorum being present (NSHE CODE Title 2, Section 7.4.1).

Any faculty member may apply for promotion and tenure during their probation period. It is strongly recommended that faculty complete the third-year review process, especially those who do not bring in years toward tenure at the time of hire.

II. Procedure for Third-Year Review

All eligible untenured faculty must complete the third-year review process at the end of their third year at NSC.

A. Process

There are six steps to the third-year review process:

1. The candidate will complete a comprehensive third-year review.
2. The candidate will complete a portfolio in an electronic format that includes four sections: application, teaching, scholarship, and service (see Documentation, below).
3. The Dean/Library Director will review the application and meet with the faculty member to discuss their progress toward tenure. If the Dean/Library Director deems the progress toward tenure as not satisfactory, the Dean/Library Director may recommend remediation or recommend non-reappointment. When the likelihood of meeting tenure standards is negative, the candidate shall be notified in writing.
4. The Dean's or Library Director's recommendation must be in writing and given to the candidate.
5. The Dean/Library Director submits the third-year review file and written recommendation to the Provost.
6. The Provost notifies the faculty member in writing of progress being made toward promotion and tenure.

B. Timeline for Third-Year Review

The Provost will annually post the current year's timeline for the P&T process.

Date	Action
Second Friday in August after candidate's 3rd year	Candidate submits complete P&T electronic portfolio to Dean/Library Director (See Section II.C).
2 months from submission, date TBA	Dean/Library Director returns completed review to candidate and submits the file to the Provost.

C. Documentation for Third-Year Review

It is the responsibility of the individual faculty member to provide the Dean/Library Director with all necessary documentation for evaluation no later than the second Friday in August after

completion of the third year. It is the responsibility of the individual faculty member to provide evidence of the extent and quality of performance in each of the areas of evaluation. The documentation listed below shall be the sole documentation considered in this process. The application is to be completed electronically and submitted on a CD, flash drive, or through cloud storage. Faculty members must establish bookmarks or a table of contents for the information included in all four sections. Contact the IT helpdesk if assistance is needed with creating bookmarks.

The faculty member's electronic third-year review file should include the following sections:

1. Application for Promotion and Tenure
2. Curriculum Vitae (CV)
3. Annual evaluations
4. Numerical summary of student evaluations, in relation to the School mean for the discipline.
5. Teaching evidence: Supporting documentation for teaching effectiveness (e.g. syllabi, course materials, all course evaluations, student artifacts, peer evaluations, evidence of effective teaching, and letters of support).
6. Scholarship evidence: Supporting documentation for scholarship effectiveness (e.g. publications, creative work, conference presentations, among others).
7. Service evidence: Supporting documentation for service effectiveness (e.g. involvement in community and professional activities, membership and/or leadership on committees, among others).

All files should be in PDF format. The application, instructions for completing the application, and guidelines for the third-year review process may be downloaded from the NSC Faculty Senate website.

D. Annual Review, Third-Year Review, and Tenure Review Alignment

Annual and third-year reviews should be aligned with criteria established for promotion and tenure in this document and should reflect the overall progress toward attainment of these criteria (NSHE Code, Title 2, 5.12).

III. Procedure for Promotion and Tenure

A. Probationary Period

The total probationary period for all academic faculty eligible for tenure shall not exceed seven years of uninterrupted full-time employment in Ranks I-IV (NSHE Code, Title 2, 7.3.1a, 7.3.1c, 7.3.1d, 7.3.2, 7.3.4). All full-time tenure-track faculty must apply for tenure no later than the beginning of their sixth academic year.

At the discretion of the Board of Regents, an academic faculty member may be exempt from the requirement of serving a probationary period and tenure shall be awarded on a case-by-case basis in negotiation with the President or the President's designee (NSHE Code, Title 2, 7.3.1[b1]).

The President of the institution, without seeking Board of Regents approval, may grant tenure upon hire to an academic faculty member who at the time of hire holds tenure at another institution (NSHE Code, Title 2, 7.3.1[b2]). Prior to making such an appointment, the President shall seek a recommendation from the appropriate faculty on whether appointment with tenure shall be made.

Upon request of the academic faculty member and the approval of the President, up to three years of full-time employment at other accredited institutions of postsecondary education, including such institutions in NSHE, in positions equivalent to positions providing eligibility for appointment with tenure, may be included in the probationary period. Such decisions must be made at the time of initial employment (NSHE Code, Title 2, 7.3.3).

Authorized periods of leave, paid or unpaid, may be excluded from service toward the seven- year probationary period upon written request of the faculty member and approval of the President (NSHE Code, Title 2, 7.3.1[c]).

The period of probation may exceed seven years upon written request of the faculty member and approval of the President. The decision of whether to grant the faculty member's request to exceed the seven-year probationary period shall be based upon the sole discretion of the President (NSHE Code, Title 2, 7.3.1[d]).

While faculty are typically required to complete the full probationary period before application, exceptions can be made. Upon the request of the academic faculty member and the approval of the President, academic faculty eligible for appointment with tenure may be considered for such appointment during the probationary period, i.e., applications may be submitted prior to August after the candidate's 5th year (NSHE Code, Title 2, 7.3.2). The President must approve requests to apply for promotion and tenure during the probationary period (though this should in no way be construed to imply that this individual will, in fact, be granted tenure). Applicants requesting to be evaluated for promotion and tenure during their probationary period can expect a response of "No," "Yes," or "Yes with conditions" from the President. If the President approves a request for application during probation, the applicant will follow the same timeline and procedures, with the same evaluation process, as those at the end of their probation. Lastly, those who obtain approval and apply for promotion and tenure during probation will not have any additional opportunity to go up for promotion and tenure at the end of their probationary period.

B. The Process

There are eight steps to the promotion and tenure process:

1. Applicants for promotion and tenure must file a statement of interest to the Dean/Library Director no later than the first Monday in May (typically in the candidate's 5th academic year). Upon receipt, the Dean/Library Director will formally acknowledge the request in writing and open a promotion file for the individual faculty member.
2. The college P&T committee is formed during the fall semester, consisting of tenured college faculty with equal distribution across Schools, not to exceed committee membership of two members per School. After a democratic faculty vote, Schools will forward the names of the representatives for the college P&T committee to the Provost by the fall semester deadline. One faculty member per School will coordinate the voting

- process. Members of the college P&T committee will select a Chair once the committee is constituted.
3. The P&T file is provided to the Dean/Library Director by the second Friday in August.
 4. The Dean/Library Director will send out requests to external reviewers by the first Friday in September.
 5. The Dean/Library Director reviews the applicant's P&T file in the areas of teaching, scholarship, and service, and forwards a written recommendation along with the applicant's file, the external reviewers' letters and curriculum vitae, and NSC Standards of Academe for the candidate's school to the college P&T committee.
 6. The college P&T committee reviews the application materials provided by the Dean/Library Director and forwards an individual letter of recommendation for each candidate, along with the file, to the Provost. The letter will address the areas of teaching, scholarship, and service.
 7. The Provost reviews the applicant's P&T file and forwards a written recommendation, along with the file, to the President.
 8. Recommendations for appointment with tenure shall be made by the President to the Board of Regents (NSHE Code, Title 2, Sections 5.2.2, 7.4.1, 7.4.2). The faculty member will be notified by the President, in writing, of the final outcome.

C. Timeline

The Provost will annually post the current year's timeline for the P&T process.

Date	Action
First Monday of May after 5th Academic Year	Candidate submits statement of interest to Dean/Library Director.
Fall Semester	Schools forward names of representatives for the college P&T committee and committee is formed.
Second Friday in August	Candidate submits complete P&T portfolio to Dean/Library Director (See Section III.D)
First Friday in September	Dean/Library Director solicits external reviewers to evaluate P&T portfolio.
Fall Semester, TBA	Dean/Library Director submits P&T portfolio, recommendation, and external reviews to P&T committee.
Fall and Spring Semester, TBA	College P&T committee reviews materials from Dean/Library Director and forwards materials and their own recommendation to Provost.
Spring Semester in 6th Academic Year, date TBA	Provost reviews materials from Dean/Library Director and P&T committee and forwards materials and their own recommendation to NSC President.
Spring Semester in 6th Academic Year, date TBA	Should candidate be recommended for promotion, President makes recommendation to the Board of Regents.
End of Spring Semester in 6th Academic Year	President notifies the candidate in writing of final decision.

D. Documentation for Promotion and Tenure

It is the responsibility of the individual faculty member to provide the Dean/Library Director with all necessary documentation for evaluation no later than the second Friday in August (after the candidate's 5th academic year). This documentation includes evidence of the extent and quality of performance in each of the areas of evaluation: teaching, scholarship, and service.

The documentation listed below shall be the sole documentation considered in this process:

1. Application for Promotion and Tenure
2. Curriculum Vitae (CV)
3. Annual and third-year review evaluations
4. Numerical summary of student evaluations, in relation to the School mean for the discipline.
5. Teaching: Supporting documentation for teaching effectiveness (e.g. syllabi, course materials, all course evaluations, student artifacts, peer evaluations, evidence of effective teaching, and letters of support). See section IV.A below.
6. Scholarship: Supporting documentation for scholarship effectiveness (e.g. publications, creative works, conference presentations). See section IV.B below.
7. Service: Supporting documentation for service effectiveness (e.g. involvement in community and professional activities, membership and/or leadership on committees). See section IV.C below.

All documents are to be submitted on a CD or flash drive. With permission of the Dean/Library Director, tenure documentation may also be submitted through a password-protected website, cloud storage, or Nevada State College's LMS. The applicant must establish bookmarks or a table of contents for the portfolio. Contact the IT helpdesk if assistance is needed with creating bookmarks. All files should be in PDF format. The application, instructions for completing the application, and guidelines for the promotion and tenure process may be downloaded from the NSC Faculty Senate website. *In addition, Documents 1-4 above must be submitted as a hard copy (paper format) to the Dean/Library Director.* Documents that are not part of the promotion and tenure review period should NOT be included in the packet.

In addition to the information supplied by the candidate, the Dean/Library Director will submit the following documents to the college Promotion and Tenure Committee:

1. Dean or Library Director's letter
2. External reviewers' letters
3. External reviewers' CVs
4. Standards of Academe for the candidate's school.

E. External Reviews (Not applicable to Third-Year Review)

The Dean/Library Director will compile a list of six external reviewers. The choice of external reviewers should be a collaborative process in which both the faculty member and Dean/Library Director agree upon a list of people. Applicants should have a minimum of three external letters in their file. External reviewers should hold a higher professorial rank than the faculty member they are evaluating. Reviewers must be experts in the faculty member's area of teaching and should not be closely associated with the candidate. In

certain cases, it may be desirable to solicit reviews from individuals who are not affiliated with an academic institution.

It is the Dean/Library Director's responsibility to send letters to external reviewers asking for full review of the candidate's file. A sample letter to external reviewers is provided at the end of this document. The reviewers will each receive the faculty member's electronic portfolio, as well as the NSC Promotion and Tenure Policy and the Standards of Academe for the candidate's school. Reviewers should be asked to comment on the applicant's teaching, scholarship, and service. Additionally, the Dean/Library Director should ask each reviewer to submit a Curriculum Vitae.

The external peer review letters will become part of the candidate's application file and will be held in confidence. However, a candidate may, upon request, be provided access to such letters in redacted form after the review process is completed. Redaction is defined as the removal of identifying information (including name, title, institutional affiliation, and relationship to the candidate) contained either at the top of the letterhead or within and below the signature block of the letter of evaluation. The full text of the body of the letter will be provided to the candidate if so requested.

IV. Criteria for Promotion to Rank of Associate Professor

As outlined in this document and in the NSC Standards of Academe for the candidate's school, the sole criteria for promotion and tenure decisions shall be based upon teaching, scholarship, and service. These criteria require a rating of "excellent" in the area of teaching and a minimum rating of "satisfactory" in the areas of scholarship and service to receive tenure. The criteria below apply to tenure and promotion to associate professor rank. The standards for recommending appointment with tenure can be found in the NSHE Code, Title 7, Section 4.2.

A. Teaching

The applicant must have a record of effectiveness as a teacher including, but not limited to, demonstrated teaching competence and efficiency in a classroom, laboratory, and/or clinical setting; the ability to communicate effectively with students; and demonstrated skill in handling classroom and other duties related to teaching, mentoring, and student advisement (NSHE Code, Title 2, and Section 7.4.2).

Possible examples of criteria:

- Evidence of growth and competency in outcomes-based education and assessment.
- Evidence of developmental progress toward improving or enhancing teaching skills and/or abilities.
- Evidence of development or substantial redesign of a course or program.
- Evidence of teaching strategies that reflect student diversity.
- Evidence of systematic, timely, and responsive feedback to students regarding their individual needs and abilities.
- Evidence of ability to apply theory to practice.
- Evidence of innovative teaching.

- Evidence of external funding through grants or contracts for teaching.

B. Scholarship

The applicant must have a record of continuing professional growth in his or her discipline or program area as shown by a record of scholarship and/or creative activity, including, but not limited to, creation, application, synthesis, or transmission of knowledge; cross-disciplinary collaboration; acquiring and sustaining faculty expertise; and, in appropriate fields or disciplines, visual, performing, and literary arts that express original ideas, interpretations, imaginations, thoughts, or feelings (NSHE Code, Title 2, Section 7.4.2).

Possible examples of criteria:

- Evidence of presentations at local, regional, national, and/or international conferences.
- Evidence of professional development workshops on campus and in the community.
- Evidence of dissemination of knowledge through publications: articles in refereed and non-refereed journals, book chapters, books, books edited, articles in refereed conference proceedings, expository writing such as textbooks, translations.
- Evidence of external funding through grants or contracts for scholarship.

C. Service

The applicant must have a record of service activities, including, but not limited to: ability in advising students; membership and participation in professional organizations; ability to work with the faculty and students of the member institution in the best interests of the academic community and the people it serves; service on college or system committees; recognition among colleagues for possessing professional integrity and the capacity for further significant intellectual and professional achievement; and recognition and respect outside the system community for participation in activities that use the faculty member's knowledge and expertise or further the mission of the institution, or that provide an opportunity for professional growth through interaction with industry, business, government, and other institutions of our society within the state, the nation, or the world (NSHE Code, Title 2, Section 7.4.2).

Possible examples of criteria:

- Evidence of valuable participation in professional and/or community organizations related to the discipline.
- Evidence of productive or valuable service on unit, college, or system committees.
- Evidence of developing and writing critical documents that build, sustain, and/or enhance the college and/or community.
- Evidence of effective performance in advising responsibilities.
- Evidence of external funding through grants or contracts for service.

V. Criteria for Promotion to Rank of Professor

The applicant must demonstrate evidence of continued effective performance in teaching, scholarship, and service that includes and exceeds criteria outlined for rank as an associate

professor. These criteria require a rating of "excellent" in the area of teaching as well as a "commendable" in either scholarship or service to receive promotion to professor rank. Faculty members applying for promotion to the rank of professor should refer to criteria in this document and in the Standards of Academe for the candidate's school.

A. *Teaching*

Possible examples of criteria:

- Evidence of sustained leadership in the school or college in faculty development and/or institutional assessment.
- Evidence of sustained, effective instructional practices for teaching diverse learners.
- Evidence of sustained external funding through grants or contracts for teaching.
- Evidence of sustained national presentations on effective teaching strategies.

B. *Scholarship*

Possible examples of criteria:

- Evidence of a sustained, national reputation in the scholarship of teaching or discovery.
- Evidence of sustained leadership in the design, redesign, and assessment of NSC courses or programs.
- Evidence of sustained scholarship through publications: articles in refereed and non-refereed journals, book chapters, books, edited books, articles in refereed conference proceedings, expository writing such as textbooks, translations.
- Evidence of sustained leadership in developing programs, mentoring, and assessment procedures.
- Evidence of sustained external funding through grants or contracts for scholarship.

C. *Service*

Possible examples of criteria:

- Evidence of sustained leadership in professional and/or community organizations related to the discipline.
- Evidence of sustained participation in activities that have the potential to further the mission of the college within NSHE, the larger higher education community, or the community at large.
- Evidence of sustained leadership on unit, college, or system committees.
- Evidence of sustained mentoring of faculty for leadership roles.
- Evidence of sustained effective performance in advising with a broader college-wide impact.
- Evidence of sustained external funding through grants or contracts for service.

VI. **Denial of Promotion and/or Tenure**

An eligible academic faculty member who has been denied appointment with tenure after being specifically considered for such appointment shall be entitled to reasons for, and the reconsideration of, such denial as provided in subsections 5.2.3, 5.2.4, and 7.4.5 of the NSHE Code.

A. *Request for Reasons*

A faculty member who has been denied appointment with tenure or promotion, within 15 calendar days after notification of such denial or termination, may provide a written request to the department Chair, supervisor, or Dean/Library Director who rendered the negative decision asking for a statement in writing of the reasons for the denial or notice of termination. The response must be received by the faculty member within 15 calendar days after the appropriate administrator receives the written request for reasons (NSHE Code, Title 2, Section 5.2.3).

B. *Request for Reconsideration*

Within 15 calendar days of receipt of the written reasons for denial of appointment with tenure or promotion, a faculty member may request reconsideration. The request shall be submitted in writing to the department Chair, supervisor, or Dean/Library Director who rendered the negative decision, together with the reasons, arguments, and documentation supporting the request for reconsideration (NSHE Code, Title 2, Section 5.2.4).

C. *Continued Employment after Denial (Terminal Year)*

Following denial of appointment for tenure, the faculty member may choose to complete a terminal year as an Assistant Professor at Nevada State College. This period of employment is limited to one academic year. During this period, the faculty member will remain in the same position, with the same benefits and salary, as they held when the promotion/tenure decision was made.

VII. Promotion Raises

Promotion from Assistant to Associate Professor: A faculty member who is approved for promotion to the rank of Associate Professor with tenure shall receive a raise equal to 10 percent of the median salary for all associate professors employed at NSC.

Promotion from Associate to Full Professor: A faculty member who is approved for a promotion to the rank of Full Professor shall receive a raise equal to 10 percent of the median salary for all full professors employed at NSC.¹

FORMS/INSTRUCTIONS

- Application for Third-Year Review and Promotion and/or Tenure
- Sample Letters to External Reviewers

¹ Given the very small sample size at NSC, the raise for this promotion is being set at a minimum of \$10,000 (pending a sample of at least 10 academic full professors).

CONTACTS

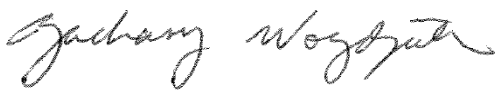
SUBJECT	CONTACT	PHONE	EMAIL
Provost	Vickie Shields	702-992-2634	Sita.sales@nsc.edu

RELATED INFORMATION


- Board of Regents Handbook (NSHE Code, Title 2, Section 7)
- NSC Standards of Academe
- Provost's Yearly Memorandum

HISTORY


APPROVAL SIGNATURES PAGE


 Faculty Senate (Chair's Signature) _____ 2/8/18 _____
 Date

Recommended: (Circle One)
 Approval Denial* Approval
 w/condition


 Office of the Provost (Provost's Signature) _____ 6/12/18 _____
 Date

Recommended: (Circle One)
 Approval Denial* Approval
 w/condition


 Office of the President (President's Signature) _____ _____
 Date

Recommended: (Circle One)
 Approval Denial* Approval
 w/condition

*Attach rationale for denial or conditional approval



**APPLICATION FOR THIRD-YEAR REVIEW AND
RECOMMENDATION FOR PROMOTION AND/OR TENURE
NEVADA SYSTEM OF HIGHER EDUCATION (NSHE)**

This application will be used for both Third-Year Review and Promotion and Tenure. The purpose of the application is to provide a summary, including a summary of professional growth, of the actual documents the candidate submits in his or her portfolio.

READ THE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS DOCUMENT.

NAME:		TITLE:	
STREET ADDRESS:			
CITY:		STATE:	ZIP CODE:
SCHOOL:		DEPARTMENT:	
PRESENT RANK: (CHECK ONE)	<input type="checkbox"/>	II	<input type="checkbox"/>
		III	<input type="checkbox"/>
DATE OF PRESENT RANK:			

RECOMMENDATION FOR: (CHECK EACH ONE THAT APPLIES)

TO BE EFFECTIVE:

THIRD-YEAR REVIEW (SKIP TO SECTION I: OPENING STATEMENT)

PROMOTION OR ASSIGNMENT IN RANK TO: (CHECK ONE) **III** **IV**

TENURE:

1. **IF ALREADY TENURED, EFFECTIVE DATE OF AWARD:**

2. **IF NOT TENURED, COMPLETE A. AND B. BELOW:**

A. **DATE HIRED:**

B. **YEARS GIVEN FOR PROBATION TOWARD TENURE, INCLUDING THE CURRENT ACADEMIC YEAR, (IF APPLICABLE). APPLICANTS MUST INCLUDE WRITTEN EVIDENCE OF APPROVAL BY THE PRESIDENT OF PRIOR YEARS OF SERVICE TOWARD THEIR PROBATIONARY PERIOD OFFERED AT THE TIME OF HIRE.**

Applications received other than in this formatting will be returned to candidate for modification.

Style Requirements:

- Font: Times New Roman, 12-point, Regular font (not bold)
- Spacing: Single spaced
- Margins: Left & Right—1”; Top & Bottom—1”
- Page number: Upper right, starting with page 2
- Header: Your name and indication of promotion and/or tenure or third-year review

I. OPENING STATEMENT (LIMIT TO ONE PAGE)

A. Personal Statement

Provide a summary of your background to provide a capsule understanding of you're your qualifications. The following is a sample personal statement:

Professor John Doe has been employed at Nevada State College since 2002 as an assistant professor of English. He came to NSC from the University of Connecticut. His major areas of interest are American Literature, particularly the works of Mark Twain and Ernest Hemingway, but he also teaches courses in English composition and Survey of World Literature. Dr. Doe serves on the strategic planning committee and the commencement committee. Since coming to NSC, he has published a book on Mark Twain, 5 refereed journal articles, has made 10 professional presentations, and received NSC's 2005 Teaching Excellence Award.

B. Degrees, disciplines, dates and institutions where awarded

Indicate the accepted terminal degree for your discipline. Identify the discipline in which each degree was awarded.

TERMINAL DEGREE FOR APPLICANT'S DISCIPLINE:

NOTE: List most recent first

Degree	Discipline	Date	Institution Where Awarded

C. Employment History

Dates, Institution, Location, and Title; indicate if you held a tenured position.

NOTE: List most recent first

Dates (mm/yy – mm/yy)	Institution	Location	Title	Tenured (Y/N)

II. SUMMARY OF TEACHING STATEMENT (LIMIT TO 10 PAGES)

Summarize teaching, including professional reflection on growth in the area of teaching. State teaching philosophy and discuss how the philosophy aligns with both the NSC mission and your current teaching practice. Examples may include, *but are not limited to*, the following (supporting documentation should be included as appendices):

- Table of courses taught, including prefix and course number, course title, type of course (i.e., lecture, lab, seminar), number of credits, and semester(s)/year(s) taught for ALL courses. Provide a brief description of the teaching and assessment strategies used in the courses taught.
- Summary table of student, peer, and other course-related evaluations.
- Summary of annual evaluations.
- Student advising, including evidence of effectiveness.
- Teaching awards and recognitions.
- Evidence of effective teaching performance, including a narrative summary of the following:
 - Curriculum, program, or course development.
 - Attendance at professional development conferences, classes, seminars, or programs that contribute to developing and enhancing pedagogy and/or curricular revisions.
 - Use of innovative classroom instruction.
 - Collaborative planning and teaching within and across disciplines.

III. SUMMARY OF SCHOLARSHIP STATEMENT (LIMIT TO THREE PAGES)

Summarize or list scholarship that is relevant to your professional expertise and contributes significantly to your profession. For tenure applications, scholarship materials must include at least one refereed academic publication (journal article, scholarly book) within the discipline or the scholarship of teaching. Additional examples may include, *but are not limited to*, the following (supporting documentation should be included as appendices):

- Creative work (performances, poetry, drama, competitions) recognized by others in the field.
- Applied and/or theoretical research.
- Posters and presentations at academic conferences.
- Refereeing texts or papers in the discipline.
- Reviewing of proposals for professional organizations.
- Reviewing or editing of textbooks or textbook chapters.
- Letters from respected professionals in your discipline.

IV. SUMMARY OF SERVICE STATEMENT (LIMIT TO THREE PAGES)

Summarize or list service that is relevant to your professional expertise and contributes significantly to your profession. Service consists of professional activities other than teaching and research and may include one or more of the following activities: 1) professional service, 2) academic service, and 3) public or community service. Examples of service include, *but are not limited to*, the following (supporting documentation should be included as appendices):

- Holding offices or membership in national, regional, or local professional organizations.
- Organizing an academic conference.
- Chairing or participating in committees (e.g. NSHE, College, School, public, private organizations, governmental agencies, and business and industry) that result in significant contributions to academia.
- Developing and writing documents that contribute to community development and relations with NSC.
- Active involvement in program development at the College and/or School.
- Participation or leadership in special projects, events, or activities held by the College and/or School.
- Using professional abilities to make a significant contribution toward the well-being of the larger community.
- Delivering speeches and serving on community organizations, boards, or discussion panels.
- Consulting.

Mailing Address/Nevada Open Meeting Law

Enter your complete mailing address.

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

The Nevada Open Meeting Law requires that notice be given to all individuals who may be discussed in a Board meeting; therefore, notice will be sent to all tenure applicants by certified mail prior to the Board of Regents Meeting in which tenure will be discussed. This notification is designed to inform the faculty member about the Regents' role in approving tenure and the impact of the Open Meeting Law on the Board's deliberations. Accordingly, you must acknowledge receipt of notice before your tenure request can be placed on the Board agenda for final approval.

Sample Letter for Candidate Seeking Tenure & Promotion to Associate Professor

Dear _____,

The Department of English in the School of Liberal Arts and Sciences at Nevada State College is in the process of evaluating Dr. Jane Smith for tenure and promotion to Associate Professor. Dr. Smith is presently an Assistant Professor of English and has been with the department since 2012. As part of our review process, we would like to invite you to provide an external review of Dr. Smith's accomplishments.

Nevada State College is a baccalaureate institution which emphasizes excellence in teaching as part of its mission. This emphasis is reflected in the two guidelines included with this letter. College guidelines for Promotion and Tenure provide college expectations in the areas of teaching, scholarship, and service. More specific guidelines are the Standards of Academe, which were developed by the School of Liberal Arts and Sciences. Both guidelines emphasize excellence in teaching as the primary consideration for advancement. For promotion to Associate Professor, a rating of satisfactory must be achieved in both scholarship and service.

Your review should evaluate Dr. Smith's teaching contributions and teaching accomplishments in her field. Comments concerning Dr. Smith's level of attainment in scholarship and service to the discipline are also welcome. In your review, you should also indicate the nature of your relationship or past association, if any, to Dr. Smith.

All external peer review letters will become part of Dr. Smith's tenure/promotion packet to be reviewed in accordance with our personnel procedures. This generally includes review by the Dean/Library Director, tenured faculty (the College Promotion and Tenure Committee) and relevant administrators at Nevada State College. To the extent we are permitted to do so by law, your letter will be held in confidence.

A candidate may, upon request and at certain stages of the promotion/tenure review process, be provided access to such letters in redacted form. Redaction is defined as the removal of identifying information (including name, title, institutional affiliation, and relationship to the candidate) contained either at the top of the letterhead or within and below the signature block of the letter of evaluation. The full text of the body of the letter would be provided to the candidate if so requested.

Our procedures stipulate that all responses to letters soliciting evaluation for promotion and tenure purposes must be included in the candidate's packet. If you are able to provide a review for us, I would appreciate receiving it by October 1 as our recommendations must be forwarded to the college by that date. If you are unable to provide a review, please let me know as soon as possible.

Thank you for providing assistance in this most important evaluation of Dr. Smith.

Yours truly,

Sample Letter for Candidate Seeking Tenure and Promotion to Professor

Dear _____,

The Department of English in the School of Liberal Arts and Sciences at Nevada State College is in the process of evaluating Dr. Jane Smith for tenure and promotion to the rank of Professor. Dr. Smith is presently an Associate Professor of English and has been with the department since 2012. As part of our review process, we would like to invite you to provide an external review of Dr. Smith's accomplishments.

Nevada State College is a baccalaureate institution which emphasizes excellence in teaching as part of its mission. This emphasis is reflected in the two guidelines included with this letter. College guidelines for Promotion and Tenure provide college expectations in the areas of teaching, scholarship, and service. More specific guidelines are the Standards of Academe, which were developed by the School of Liberal Arts and Sciences. Both guidelines emphasize excellence in teaching as the primary consideration for advancement. For promotion to rank of professor, candidates must also achieve a rating of commendable in either scholarship or service.

Your review should evaluate Dr. Smith's teaching contributions and teaching accomplishments in her field. Additionally, please provide comments concerning Dr. Smith's level of attainment in scholarship and service to the discipline. In your review, you should also indicate the nature of your relationship or past association, if any, to Dr. Smith.

All external peer review letters will become part of Dr. Smith's tenure/promotion packet to be reviewed in accordance with our personnel procedures. This generally includes review by the Dean/Library Director, tenured faculty (the College Promotion and Tenure Committee) and relevant administrators at Nevada State College. To the extent we are permitted to do so by law, your letter will be held in confidence.

A candidate may, upon request and at certain stages of the promotion/tenure review process, be provided access to such letters in redacted form. Redaction is defined as the removal of identifying information (including name, title, institutional affiliation, and relationship to the candidate) contained either at the top of the letterhead or within and below the signature block of the letter of evaluation. The full text of the body of the letter would be provided to the candidate if so requested.

Our procedures stipulate that all responses to letters soliciting evaluation for promotion and tenure purposes must be included in the candidate's packet. If you are able to provide a review for us, I would appreciate receiving it by October 1 as our recommendations must be forwarded to the college by that date. If you are unable to provide a review, please let me know as soon as possible.

Thank you for providing assistance in this most important evaluation of Dr. Smith.

Yours truly,

Sample Letter for Tenured Candidate Seeking Promotion to Professor

Dear _____,

The Department of English in the School of Liberal Arts and Sciences at Nevada State College is in the process of evaluating Dr. Jane Smith for promotion to the rank of Professor. Dr. Smith is presently a tenured Associate Professor of English and has been with the department since 2000. As part of our review process, we would like to invite you to provide an external review of Dr. Smith's accomplishments.

Nevada State College is a baccalaureate institution which emphasizes excellence in teaching as part of its mission. This emphasis is reflected in the two guidelines included with this letter. College guidelines for promotion provide college expectations in the areas of teaching, scholarship, and service. More specific guidelines are the Standards of Academe, which were developed by the School of Liberal Arts and Sciences. Both guidelines emphasize excellence in teaching as the primary consideration for advancement. For promotion to rank of professor, candidates must also achieve a rating of commendable in either scholarship or service.

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