

TO: Deans, Associate/Vice/Assistant Deans, Department Chairs, and Directors
CC: Business Managers, Executive Assistants, and Administrative Assistants
FROM: Office of Faculty Affairs
DATE: April 4, 2017
RE: Procedures for 2017-2018 Promotion and Tenure Review Cycle

In preparation for the 2017-2018 promotion and tenure review cycle, we would like to provide some important information, remind you of upcoming deadlines, and request your assistance in sharing the following details with potential applicants from your units.

Promotion and Tenure Materials

Available for download from the Promotion and Tenure [web page](#) is a consolidated file of the 2017-2018 Promotion and Tenure Review Cycle documents, including updated and expanded instructions; department committee, department chair, college committee, and dean evaluation forms; faculty waiver form; and more. This file does not contain a blank application form. In consultation with the Faculty Senate, [Digital Measures](#) has been selected as the platform for completion of the tenure and/or promotion application.

Digital Measures

Applicants must enter information into their Digital Measures profile and generate their tenure and/or promotion application from the system. The Office of Faculty Affairs offers regular [support sessions](#) for Digital Measures throughout the year. To assist faculty with preparing their applications, six training workshops have been scheduled for the second half of the spring semester and early part of summer. Additional sessions may be added throughout the summer, if needed.

Flexibility of Pre-Tenure Probationary Period Policy

The [Flexibility of Pre-Tenure Probationary Period Policy](#) outlines university policy on early and delayed tenure review. The accompanying [Tenure Flexibility Request Form](#) is designed to allow faculty with tenure-track experience at other institutions to request an early tenure review date, faculty with exemplary records to request approval to apply for early tenure, and faculty with extenuating circumstances to request a tenure review extension. All changes to tenure dates require Provost approval prior to the review of any promotion and tenure materials.

Preliminary Information on Tenure and/or Promotion Applicants

For planning purposes, we ask that you take a moment to submit some preliminary information about your applicants for the 2017-2018 promotion and tenure cycle using the [online form](#) by **Friday, April 29, 2017**.

Promotion and Tenure Forums

The Faculty Senate and the Office of the Executive Vice President and Provost will jointly hold two different Promotion and Tenure Forums during the spring semester to serve as informational sessions for applicants and others involved in the review process. The first forum on **April 6, 2017** (from 1:30 to 3:30 PM in SU 207) will focus on issues concerning tenure and promotion from the rank of assistant professor to associate professor while the second on **April 27, 2017** (from 9:00 to 11:00 AM in SU 205) will focus on details about promotion from the rank of associate professor to full professor. Please encourage faculty from your units who are seeking tenure and/or promotion to attend these sessions.

Due Dates

Although it is still early in the review cycle, please note that the deadline for promotion and tenure dossiers to be submitted to the Office of Faculty Affairs is **Friday, October 6, 2017**. Dossiers will be processed and reformatted and then provided to the University (Faculty Senate) Promotion and Tenure Committee for review. For other dates and deadlines on the 2017-2018 promotion and tenure calendar, please see the "2017-2018 Promotion and Tenure Instructions" document in the packet available for download from the P&T web page.

Contact Information

Thank you for your participation in this important administrative process. For additional information, visit the Promotion and Tenure [web page](#). If you have any further questions, please email pt@unlv.edu or reach out to a member of the Office of Faculty Affairs staff.

For questions on promotion and tenure policies, contact:

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