**UNIVERSITY OF NEVADA, RENO**

DIRECTIONS FOR PREPARING AND SUBMITTING

APPLICATIONS FOR PROMOTION OF NON-TENURE TRACK INSTRUCTIONAL FACULTY

The NSHE Code, UNR bylaws, and/or college/school/department bylaws govern the process of reviewing non-tenure track instructional faculty applications for promotion. These applications for promotion receive final approval from the President.

This document provides direction for faculty, department chairs, and deans regarding the preparation and submission of the application form.

Applications must be submitted on the University of Nevada, Reno Application for Promotion of Non-Tenure Track Instructional Faculty form.

**Directions for the Applicant**

Application Form

The application form is available on the [Office of the Provost website](https://nevada.box.com/s/g9hkef68q1m2v0nvdwjkhtd0ympf2x0c) in Microsoft Word.

The application should be prepared so that information is complete, well-organized, clear, and concise. In general, each item should appear only once.

These directions identify the information to be provided in each section of the application and the manner in which it is to be presented.

PRESENT TITLE Full title—as outlined in [UAM 2,505 Faculty Position Titles, Rank & Degree Requirements](https://www.unr.edu/administrative-manual/2000-2999-personnel/academic-and-administrative-personnel/2505-faculty-position-titles-rank-and-degree-requirements)

PRESENT RANK Rank—0(II), 0(III)

DATE OF PRESENT RANK Month and year current rank was awarded.

DEGREES, DATES AND Year, major field of study, and degree obtained from each

INSTITUTIONS institution. Begin with the most recent information.

EMPLOYMENT HISTORY Year, location, and institution for each position held since

the baccalaureate degree. Begin with the most recent

information.

PRIMARY ASSIGNMENT Summarize the primary responsibilities and include

role statement percentages for years in the period under review.

### EVALUATION SUMMARY

Include a summary table of annual evaluations ratings for relevant years for the applicant since hire or since last promotion in rank in the following format:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evaluation Year** | **Rating: Teaching** | **Rating: Service** | **Rating: Research** | **Rating: Overall** |
| Example:  20xx | 80% Excellent | 20% Excellent | NA | Excellent |
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### TEACHING

Include information on teaching since appointment at UNR, or since appointment to current rank.

Courses: List each course taught. For each, list semesters taught, purpose, audience, and enrollment. For each, provide up to 10 lines describing any course development, redesign, or innovation. Include a table such as the sample below that provides summary quantitative information from student evaluations and brief explanation of the scale used.

**Course Evaluation Scores**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | |  | |
|  | **COURSES TAUGHT** | **Overall eval of teaching** | **Overall eval of course** | **Dept mean of teaching eval (if available)** | **Dept mean of course eval (if available)** |
| **SEMESTER** |  |  |  |  |  |
| **Fall 13** | Course # and Name |  |  |  |  |
|  |  |  |  |  |  |
| **Spring 14** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Fall 13** |  |  |  |  |  |
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| **Spring 15** |  |  |  |  |  |
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| **Fall 15** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Spring 16** |  |  |  |  |  |
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| **Fall 16** |  |  |  |  |  |
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| **Spring 17** |  |  |  |  |  |
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| **Fall 17** |  |  |  |  |  |
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| **Spring 18** |  |  |  |  |  |
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| **Fall 18** |  |  |  |  |  |
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| **Spring 19** |  |  |  |  |  |
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Undergraduate advising and mentoring: Describe undergraduate advising activities. If applicable, list number of formal undergraduate advisees, undergraduate researchers mentored, independent studies directed, and internships supervised. Also note presentations at professional meetings, publications, awards received, and other indications of scholarly accomplishments by students for which you were not an author.

Engaged teaching: Clearly identify and describe teaching that involves engagement with the community.

Graduate advising and mentoring: List graduate-student-advisory committees. For each, identify the faculty role (chair or committee member), the student’s graduate program (master’s/doctoral and department/program), and the dates of service. If applicable, list number of independent studies directed and internships supervised.

Postdoctoral fellows or research associates supervised: List any postdoctoral fellows or research associates supervised, with dates.

Assessment: If applicable, list assessment projects (completed and ongoing) and describe responsibilities in those projects.

Other: Provide additional information as appropriate regarding your contributions to teaching, including curriculum development, writing of textbooks, participation in educational workshops, ACUE, and other activities.

Honors, awards, and grants related to teaching: List, with brief identifying information.

Teaching Portfolio: A teaching portfolio is a required item. It should include a summary of teaching responsibilities, teaching philosophy, peer evaluations of teaching, letters of support regarding teaching, summary of student teaching evaluations, example course syllabi, and summary reports of all student teaching evaluations – numeric and written.

RESEARCH, SCHOLARSHIP, CREATIVE, AND ENTREPRENEURIAL ACTIVITY (if included in role statement)

Include information on research, scholarship, creative, and entrepreneurial activity. Applications should also include research, scholarship, creative, and entrepreneurial activity that preceded appointment at UNR. For promotion applications clearly indicate activity since appointment to current rank. List entries in reverse chronological order.

Publications: List publications under the appropriate headings (e.g. refereed journal articles, books, chapters of books, other). Provide full citations that list all authors in the order they appear in the publication, date of publication, volume, and pages. Use explanatory notes as needed should the order of authorship not adequately reflect overall contribution. Peer-reviewed publications should be listed separately from non-peer-reviewed publications.

Presentations: For professional meetings, symposia, and conferences, provide full information on the date, location, and role (e.g. invited speaker, paper presenter, panel discussant). Distinguish between invited and contributed presentations. Also distinguish presentations at professional meetings from presentations at other institutions. Do not include presentations given at UNR unless tied to a scholarly conference.

Performances, Broadcasts, and Multimedia Productions: For performances, broadcasts and multimedia productions, note the date, location, audience, and role. Use explanatory notes as needed to clarify the nature of the event.

Grant activity: List grant support for research, scholarship, creative, and entrepreneurial activity. Identify funding agency, project title, inclusive dates for period covered by the grant, dollar amount of funding, and name of principal investigator. If there are multiple PIs, specify the applicant’s percentage of responsibility.

Engaged scholarship: Clearly indicate scholarly activity (grants, publications, performances, etc.) that involve engagement with the community.

Work under review: List articles or other work currently formally under review. For each, identify title; publication, organization, or agency where it is under review, and date submitted. Do *not* list work that is “in progress” or “in preparation.”

Honors and awards related to research, scholarship, and creative activity: List, with brief identifying information. Differentiate between internal and external honors and awards.

Entrepreneurial Activities: Examples of activities to list are invention disclosures you have submitted (including title and tech id number), patent applications filed on your research discoveries (include serial numbers), patents issued, registered copyrights (include the name of the work), SBIR/STTR grants awarded or subcontracted (include name of company partner, funding agency, and project title) companies that you have founded (include the name of the company and a brief description of your role), and/or list of companies with whom you have collaborated.

PROFESSIONAL SERVICE AND OUTREACH (if included in role statement)

Department, college, university, and NSHE service. For each committee, activity, or administrative assignment, specify term of service and, as appropriate, role and responsibilities. Use explanatory notes as needed to make overall contribution clear.

Professional organizations. For each, identify any leadership roles held, with term of service.

Reviewing activities: List professional reviewing activities—e.g., service on national grant-review panels, review of research and creative publications for refereed journals, manuscript and book reviews, program reviews at other universities, and external reviews for promotion and tenure. For each, identify date and role.

Editorial activities: List professional editorial activities—e.g., service on editorial boards for refereed journals.

Outreach and Engagement. List outreach and engagement activities that draw upon the faculty member’s professional expertise and are relevant to the faculty member’s assignment at the university. For each, specify dates, role, and responsibilities. Use explanatory notes as needed. Do not include non-professional involvement in community activities.

Required Materials to submit to department:

* Application Form
* Teaching Portfolio

Supplemental Materials

Applicants may also provide additional supplemental materials beyond the teaching portfolio to document research, scholarship, creative, and entrepreneurial activity; professional service; and engagement. The supplemental materials may be reviewed at the department, college, and university levels.

Applicants should present supplemental materials in a clear, orderly manner and provide a table of contents.

Supplemental materials could include:

* Full C.V.
* Published research (copies of all refereed journal articles, books, book chapters, etc. produced while in rank); signal which are most significant in the table of contents
* Recordings and multimedia productions produced (copies of all released CDs, DVDs, etc.); signal which are most significant in the table of contents
* Role statements that explain assignments beyond teaching
* Letters regarding professional service and/or outreach or engagement
* Additional documentation required by the department or college

**Directions for the Chair/Department level**

Evaluation from the department-level committee and department chair

If the department-level committee prepares its own written evaluation, this evaluation should accompany the chair’s letter; if it does not, the chair’s letter should explain the basis for the faculty votes at the department level.

The chair’s letter should present a full analysis of the application for promotion. For the vote, report the exact number of votes cast, including abstentions and proxy votes, even for unanimous votes.

The chair’s letter should discuss the quality and quantity of teaching, explain numerical scales used in evaluation, and explain the multiple indices by which the department evaluates teaching (e.g., course evaluations, peer observation). If applicable, the chair should explain the significance of research, scholarship, and creative activity in the context of the discipline and the faculty member’s role statement.

The chair’s letter should state the chair’s evaluation of performance and recommendation for or decision against promotion.

Application packet

The department should arrange application packets in the following manner. All letters must show originator signature(s) unless otherwise specified.

* UNR Application for Promotion Application (original)
* Letter from Department Personnel Committee (if applicable)
* Letter from Department Chair
* Teaching Portfolio
* Letters of Support (if solicited, though not required, maximum of 2)

Supplemental Materials: Supplemental materials will be requested by the provost office on behalf of the University committee if directed.

**Directions for the Dean/College level**

Evaluation from the college-level committee and dean

The college-level personnel committee reviews each case and notes whether the department followed the appropriate process. The committee prepares its own written evaluation, which should present a full analysis of the application for promotion in the context of the discipline and the expectations established in the college bylaws. It should also identify points of agreement and/or disagreement with the evaluation sent forward by the department chair.

The dean’s letter should present a cogent analysis of the application for promotion that places it in the context of the discipline and college expectations. It should state the dean’s evaluation of performance and recommendation for or decision against promotion.

Application packet

Application packets should be arranged in the following order before submission to the Office of the Provost. Letters and memos should bear signatures of the originator(s).

* UNR Application for Promotion of Non-Tenure Track Instructional Faculty Application
* Letter from Department Personnel Committee
* Letter from Department Chair
* Letter from College Personnel Committee
* Letter from Dean
* Teaching Portfolio
* Table of contents and/or summary overview of additional supplemental materials

All packets must be complete at the time of submission to the Office of the Provost. Submission of materials to the Office of the Provost is through electronic upload of one pdf file with bookmarks for each section to a NevadaBox folder created and shared by that office. Materials that are incomplete and/or not organized appropriately will be returned to the dean/college for correction.

Do *not* submit the file of supplemental materials to the Office of the Provost with the application. These materials should be retained at the college or department level until a final decision on the promotion application has been made.

The deadline for submission of applications to the Office of the Provost is ***November 1***. Please contact Alissa Mortensen, Assistant to the Provost, with any questions.