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President Len Jessup  
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Date

## UNLV DEPARTMENT OF EDUCATIONAL & CLINICAL STUDIES BYLAWS

(Proposed revisions for discussion on 11/17/2017)

Last Revised 12/4/2016

### CHAPTER 1

#### **MISSION AND GOALS OF THE DEPARTMENT OF EDUCATIONAL & CLINICAL STUDIES**

##### Section 1. Mission

The mission of the Department of Educational and Clinical Studies is to extend knowledge and competent performance in university students, children, families, and significant others through ethical experimentation, comprehensive evaluations, and pedagogical interventions designed to create new understandings and paradigms for the present and future that contribute to increasing the quality of their lives. The Department will provide systems, support, and mentoring opportunities for each person to acquire necessary sets of knowledge, skills, and attitudes in a learning environment that nourishes enthusiasm and respects the pursuit of individual dreams through lifelong education. The Department invites synergistic relationships with world and community groups as well as individuals to invest mutual efforts and resources in creating promising futures and supporting choices of children, families, and educators.

The Department will continue to provide each student with an opportunity to pursue interests in scholarship and human service through rigorous and challenging undergraduate and graduate programs that are operated effectively, efficiently, and economically. The Department is committed to updating its curriculum to incorporate new knowledge, meet the changing needs of the profession, and provide educational experiences for advanced study. Finally, the Department seeks to maintain exemplary productivity in teaching, research, and service to attract and retain an outstanding, diverse faculty and student population who, together with constituents, address basic and applied concerns confronting human service professions in their mission to create preferred futures.

##### Section 2. Goals

Consistent with its mission the Department of Educational and Clinical Studies addresses a number of broad goals, as identified by the College of Education and the University (see COE Bylaws, Chapter 1, Section 3):

- 2.1 Deliver high quality instruction to students at both the undergraduate and graduate levels.
- 2.2 Initiate and complete research, program development, creative projects, and other scholarly activities that focus on educational and clinical issues in both basic and applied areas of study.

2.3 Disseminate the results of research and other scholarly activities via publications, professional presentations and other systems of professional communication.

**CHAPTER 2****ORGANIZATION OF THE DEPARTMENT OF EDUCATIONAL AND CLINICAL STUDIES****Section 1. Degree Program Areas in the Department of Educational and Clinical Studies**

- 1.1 Undergraduate Degrees
  - 1.1.1 Early Childhood Education (B.S.)
  - 1.1.2 Special Education (B.S.)
  
- 1.2 Master's Degrees
  - 1.2.1 Early Childhood Education (M.Ed.)
  - 1.2.2 Special Education (M.Ed.)
  - 1.2.3 English Language Learning (M.Ed.)
  
- 1.3 Doctoral (Ph.D.)
  - 1.3.1 Special Education

**Section 2. Professional Program Centers (See COE Bylaws, Chapter 2, Section 2.1)**

The current Professional Program Centers are listed in Appendix A.

## **CHAPTER 3**

### **ADMINISTRATION AND GOVERNANCE OF THE DEPARTMENT OF EDUCATIONAL & CLINICAL STUDIES**

The Department of Educational and Clinical Studies is one of the academic units comprising the College of Education (COE) at the University of Nevada, Las Vegas. Authorization for COE Bylaws and the Bylaws for the Departments within the College is given in the UNLV Bylaws, Chapter I, Section 4.4 (5/12; p. 11).

#### Section 1. Governance Policy (See COE Bylaws, Chapter 3, Section 1)

#### Section 2. Department Chair

2.1.1 Selection. Selection of the department chair shall be for a minimum period of three (3) years with the possibility of reappointment, and shall conform to procedures for nominating and recommending Department Chairs according to the UNLV Bylaws, Chapter II, Section 10.8, (05/12; p. 19).

2.1.2 Departmental Academic faculty and full time Faculty in Residence [FIR] shall nominate a tenured member of the faculty, of rank III or IV. Two thirds vote shall decide the nominee. The name of this nominee is then forwarded to the Dean, through channels, for appointment by the President.

2.1.3 A Chair from outside the department can be selected after a national search is conducted. In such cases, candidate recommendations will be forwarded to the Dean with a designation of "acceptable" or "not acceptable."

2.1.4 Reappointment of the Chair for a subsequent 3-year term may be made following a full faculty review, two-thirds majority vote of departmental voting faculty, and approval from the Dean.

2.1.5 If a term cannot be completed, an Interim Chair of the Department may be appointed using the procedures in Section 2.1.1 and 2.1.2.

2.1.6 Under unusual circumstances, consideration of rotation during a term of office can occur through secret vote. When a two thirds majority of the voting faculty recommends rotation of the Chair, that recommendation shall be forwarded to the Dean.

2.2 Duties and Responsibilities. The Chair of the Department should:

- 2.2.1 Be available and accessible as stated in COE Bylaws, Chapter 3, Section 4.2.1
- 2.2.2 Be responsible for personnel recruitment and for personnel evaluation, to include recommendation on retention, tenure, promotion, and merit and annual performance evaluation. See COE Bylaws, Chapter 3, Section 4.2.2
- 2.2.3 Schedule classes and other departmental functions in consultation with program coordinators. See COE Bylaws, Chapter 3, Section 4.2.3
- 2.2.4 Manage the departmental budget. See COE Bylaws, Chapter 3, Section 4.2.4
- 2.2.5 Provide leadership in establishing and implementing departmental goals, priorities, and policies with consultation of faculty. See COE Bylaws, Chapter 3, Section 4.2.5
- 2.2.6 Provide leadership in curricular review and/or alteration. See COE Bylaws, Chapter 3, Section 4.2.6
- 2.2.7 Appoint, as appropriate, departmental committee(s) and serve as ex officio member when needed. See COE Bylaws, Chapter 3, Section 4.2.7
- 2.2.8 Represent the department both on and off campus. See COE Bylaws, Chapter 3, Section 4.2.8
- 2.2.9 Advise students, respond to student requests for information, and evaluate student petitions. See COE Bylaws, Chapter 3, Section 4.2.9
- 2.2.10 Perform any other appropriate assignments that the Department or College circumstances may require See COE Bylaws, Chapter 3, Section 4.2.10

2.3 Except under unusual circumstances, the position of Director and/or Coordinator in the Department of Educational and Clinical Studies shall not be occupied by the chair.

#### 2.4 Evaluation.

In December of each year, the department Academic faculty and full time Faculty in Residence shall evaluate the performance of the Chair for the calendar year. The evaluation shall include qualitative and quantitative information in the areas of administration, personnel, and leadership. Ratings in each of the areas and all written faculty comments shall comprise the

report that is provided to the Chair and the Dean. The Dean then incorporates the reported information into the Chair's annual evaluation. If the Chair disagrees with the Dean's evaluation, the Chair shall follow the procedure for disagreement with annual review (See COE Bylaws, Chapter 4, Section 2.4.1).

### Section 3. Assistant Chair(s)

3.1 Selection. The Assistant Chair(s) will be selected by the Department Chair annually in advance of the academic year. The Department Chair will solicit nominations for Assistant Chair(s) from the Department Academic faculty and full time Faculty in Residence. The Assistant Chair(s) will be a faculty member in the Department and will serve for one academic year with the possibility of reappointment by the Department Chair annually.

3.2 Duties. The Assistant Chair(s) will be available and accessible to the Department Chair. The Assistant Chair(s) may assist the Department Chair with: scheduling, assessment, curriculum, accreditation, representing the Department in the community, and other duties as assigned. The Assistant Chair(s) may assume the routine responsibilities of Departmental functions in the absence of the Chair. The Assistant Chair(s) is (are) not responsible for and will not be involved in personnel matters.

### Section 4. Coordinators and Directors

#### 4.1 Program Coordinators

4.1.1 Selection. Each year, program coordinators are assigned by the Chair for each of the programs listed in Chapter 2, Section 1.

4.1.2 Duties and Responsibilities. The duties of the Program Coordinators are carried out in consultation with appropriate faculty and include advising the Chair relative to:

4.1.2.1 Curriculum content, program development, selection of instructors.

4.1.2.2 Providing a liaison between the department and local/state national agencies and/or organizations to facilitate communication, program development, and research.

4.1.2.3 Informing faculty members and/or requesting Departmental approval for specific changes in the teacher/professional licensure programs, accreditation requirements, and assessment reports. (Refer to Chapter 5, Section 2 and Section 4).

4.1.2.4 Program coordinators are not responsible for and will not be involved in personnel matters.

## 4.2 Graduate Program Coordinator

4.2.1 Selection. The Coordinator of the Graduate Programs is appointed by the Chair.

4.2.2 Duties and Responsibilities. The duties of the Coordinator of the Graduate Programs are carried out in consultation with appropriate faculty and specific program admission requirements. They include advising the Chair relative to all matters pertinent to graduate degree requirements:

4.2.1.1 Processing student admissions, appeals, exceptions, and referring cases to relevant Department faculty or the Chair for review, subsequent approval or rejection.

4.2.1.2 Assignment of advisors to supervise individual graduate students.

4.2.1.3 Determination of times relative to scheduling of graduate examinations for completion of Master's degrees.

4.2.1.4 Maintenance of records relative to enrollments in graduate courses.

4.2.1.5 Acting as a liaison between the Department and the Graduate College.

## 4.3 Doctoral Program Coordinator

4.3.1 Selection. The Doctoral Programs Coordinator is appointed by the Chair.

4.3.2 Duties and Responsibilities. The duties of the Doctoral Programs Coordinator are carried out in consultation with appropriate faculty and specific program admission requirements, and include chairing the Department Doctoral Program Committee, and advising the Chair relative to all matters pertinent to doctoral degree requirements:

4.3.2.1 Overseeing of processing of student admissions

4.3.2.2 Presenting completed student files to the Department Doctoral Program Committee for initial admissions review and recommended action.

4.3.2.3 Presenting the reviewed student files and recommended action (see section 4.3.2.2 above) to the department faculty for admissions review and subsequent approval or rejection.

4.3.2.4 Assigning initial advisors to supervise admitted doctoral students.

4.3.2.5 Overseeing doctoral program curriculum content, program development,

selection of instructors.

4.3.2.6 Maintaining records relative to enrollments in doctoral courses.

4.3.2.7 When appropriate, acting as a liaison between the Department and the Graduate College.

#### 4.4 Center Directors

4.4.1 Selection. Directors of Centers are chosen by the Department Chair for a three (3) year term, consistent with the mission and documentation approved for the Center. Center Directors have administrative responsibility to the Department of Educational and Clinical Studies. The Center Director may be reappointed by the Department Chair for additional three year terms.

4.4.2 Duties and Responsibilities. Duties of Center Directors shall include, in consultation with appropriate Administrative staff and faculty:

4.4.2.1 Advising the Chair on matters of administration.

4.4.2.2 Developing direct service components in cooperation with curricular units in the Department/College/University and/or outside agencies.

4.4.2.3 Obtaining departmental approval for facilitation of workshops, seminars, and grants.

4.4.2.4 Promoting and facilitating clinical and field research.

### Section 5. Standing Committees

(See NSHE Code 1.4.6 & 1.4.11(b); UNLV Bylaws, Chapter I, Section 4.7.1, 4.7.2 & 4.7.3; COE Bylaws, Chapter 3, Section 5.)

The operation of internal affairs of the Department of Educational and Clinical Studies is intended to be based on application of appropriate concepts of democratic participation and shared collegial governance. These concepts include the notion that those who are affected by policy should participate in the formulation of that policy. The Department of Educational and Clinical Studies has four (4) standing committees.

#### 5.1 Tenure and Promotion Committee

The Tenure and Promotion Committee within the Department of Educational and Clinical Studies shall be composed of all tenured members of the Department. The committee shall



elect a Chair by a vote of the committee members. All tenured department faculty of rank III and IV comprise the Department Tenure and Promotion Committee for faculty seeking promotion to the rank of Associate Professor and tenure. In the case of faculty seeking promotion to the rank of Full Professor (rank IV), the committee comprises only tenured faculty members of rank IV. The Committee shall recommend to the Chair with regard to mid-tenure, tenure, and/or promotion; and to the Chair and COE Tenure and Promotion committee with regard to tenure and/or promotion. In making its recommendations, the Committee shall adhere to the criteria for granting promotion in the UNLV Bylaws, Chapter III, Section 16 (05/12) (See COE Bylaws Appendix G: Tenure and Promotion Guidelines). All Committee members are to keep recommendations confidential until the awards of tenure and promotion have been approved by the University Regents.

## 5.2 Merit Review Committee

The Department of Educational and Clinical Studies Merit Review Committee shall be composed of three tenured or tenure---track members of the department who are elected by the department tenured and tenure---track faculty. Another election will be held to select one of the committee members to serve on the College merit review committee (see COE Bylaws, Chapter 4, Section 2.5). The committee will follow the procedures for the merit review process outlined in the COE Bylaws Appendix E.

## 5.3 Doctoral Program Committee(s)

The Department of Educational and Clinical Studies Doctoral Program Committee(s) shall be composed of the Doctoral Program Coordinator and one faculty member representing each of the relevant department programs. The Committee(s) serve(s) an advisory function to the Department regarding doctoral program admissions, curriculum, and procedures.

## 5.4 Bylaws Committee

The purpose of the Department of Educational and Clinical Studies Bylaws Committee will be to (a) maintain an up to date file of the NSHE CODE, UNLV Bylaws, COE Bylaws, and department Bylaws, (b) review the department bylaws whenever so authorized by the department faculty, (c) edit the department bylaws in accordance with the NSHE, UNLV and COE Bylaws, and (d) serve in an advisory capacity to the department chair to prevent violation of the department Bylaws.

The Department of Educational and Clinical Studies Bylaws Committee shall be composed of one faculty member from each program. At the start of the Fall semester, each program will vote for their representative to the committee.

## 5.5 Department Search Committees

Upon approval for recruitment for faculty lines, the department chair will seek nominees from department faculty to serve on search committees (typically 4 members per committee). From the nominees, the department faculty shall elect members to each search committee. The committee's responsibilities include:

5.5.1 Selecting a committee chair.

5.5.2 Completing all necessary search procedures as stipulated by the department of human resources.

5.5.3 Inviting candidates, making local arrangements, and travel arrangements.

5.5.4 The search committee will bring forth a recommendation to the faculty.

5.5.5 The department Academic faculty and full-time Faculty in Residence will vote on the recommendation of the search committee and if affirmed forward the name to the department chair.

5.5.6 If there is a discrepancy between the search committee's recommendation and the department recommendation, both views will be represented to the COE Dean.

5.5.7 It is the search committee chair's responsibility to complete all necessary requirements to close the search before the end of the spring semester.

## **CHAPTER 4**

### **FACULTY**

Section 1. Definition. See UNLV Bylaws, Chapter I, Section 4.1; COE Bylaws, Chapter 4, Section 1.1.

The categories of faculty in the Department of Educational and Clinical Studies are:

1.1 Academic Faculty, consisting of Tenured Faculty, Tenure---track Faculty, and full-time Faculty---in---Residence (FIR).

All Academic Faculty members may make recommendations and may vote on undergraduate issues and matters of educational policy that affect undergraduate programs of instruction. (UNLV Bylaws, Chapter I, Section 4.2.1).

1.2 Graduate Academic Faculty: Academic Faculty members who hold full graduate faculty status through the UNLV Graduate College.

Graduate Academic Faculty may make recommendations and vote on all matters of educational policy that affect graduate programs of instruction (UNLV Bylaws, Chapter I, Section 4.2.2).

1.3 Visiting faculty (i.e., non-permanent teaching faculty).

Visiting faculty refers to members of the faculty who are not eligible to receive appointment with tenure (UNLV Bylaws, Chapter I, Section 4.1.1.3) and are appointed on a yearly basis. Visiting faculty, are encouraged to attend and participate in departmental meetings, but do not have voting privileges.

Section 2. Qualifications. Refer to COE Bylaws, Chapter 4, Section 1.2.

Section 3. Recruitment. Refer to COE Bylaws, Chapter 4, Section 1.3.

Section 4. Duties and Responsibilities. Refer to COE Bylaws Chapter 4, Section 1.4

Section 5: Annual Performance Evaluation. Faculty will be evaluated on an annual basis. The annual evaluation of faculty is initiated by the Department Chairperson in harmony with guidelines established in the NSHE Code (Chap. III Section 3.4.2.b.-Standards for Recommending Appointment with Tenure) and UNLV Bylaws (Chap. III, Section 8, Annual Evaluation of Academic Faculty and Nonacademic Faculty).

Each review covers the preceding calendar year. This review is one indicator for determining the eligibility of faculty for salary increments, including merit, rank promotion and/or tenure. Attention should be given to Section 5.13.2. (b), of the NSHE Code that states, "An overall 'unsatisfactory' rating in two consecutive annual performance evaluations as provided in this section shall be cause for termination of employment."

Chair must notify faculty by December 1st of the due date for the annual review. For disagreement with any part of the review, refer to COE Bylaws 2.4.1, 2.4.2, 2.4.3 (i.e., rejoinder, peer review)

Section 6. Mid-tenure Review.

5.1 In the third year of a faculty member's (Candidate) tenure track appointment, or at the mid-point of a probationary period, a pre-tenure review of teaching, scholarship, and service productivity must be conducted. The review is to cover the period of time from the initial year of the probationary period to the date of the review. These materials must be submitted by the candidate to the Department Chair no later than February. Candidates who bring in years toward promotion and tenure must submit these materials no later than April 1 of their midpoint at UNLV.

5.2 Two reviews are to be conducted independently; one by the Department Tenure and Promotion Committee (T & P), and one by the Department Chair.

5.3 The Candidate under review has responsibility to provide a cumulative curriculum vita and a mid-tenure application to the Department Chair for evaluation. A dossier containing supporting documentation is also required and should follow the same format as for promotion and tenure stated in the COE Bylaws, Chapter 4, Section 2.6 (i.e., "... a complete dossier for review that is in accordance with current Provost and Regents' guidelines and procedures for consideration of promotion and tenure").

5.4 The T & P Committee shall review the dossier provided by the Candidate. The candidate's dossier must contain the Nevada System of Higher Education (NSHE) Recommendation for Tenure and/or Promotion form ("The Regents' Form"); curriculum vita; annual evaluations by Department Chair(s); summaries of teaching evaluations; examples of course syllabi; copies of scholarly work; and documentation of service contributions. Candidates are responsible for providing additional materials to support their activity if requested to do so by the Department T & P Committee. The basic charge to the T & P Committee is to make one of the following recommendations:

- 5.4.a Overall productivity during the period in review indicates that continuation of the Candidate's productivity at the same level and with the same balance for the duration of the probationary period should result in a favorable recommendation by the Department T & P Committee for tenure by the end of the probationary period (See the Department of Educational and Clinical Studies Guidelines for Promotion and Tenure in Appendix B).
- 5.4.b Overall productivity during the period in review indicates that the candidate must improve his or her overall productivity and/or balance as specified by the T & P Committee in order to receive a favorable recommendation by the end of the probationary period. Failure to do so may result in an unfavorable recommendation for tenure by the end of the probationary period (See the Department of Educational and Clinical Studies Guidelines for Promotion and Tenure in Appendix B).
- 5.4.c In all cases, it is the responsibility of the T & P Committee to document specific strengths and/or weaknesses exhibited by the candidate.
- 5.4.d For 5.4.a above, the T & P Committee must identify aspects of the candidate's record that resulted in the favorable recommendation and

suggestions for maintaining the continuous productivity.

5.5 For 5.4.b above, the T & P Committee must identify strengths and specific recommendations for improvement during the rest of the probationary period.

5.6 The T & P Committee is required to submit, in writing, its findings and recommendations to the Department Chair and provide a copy to the Candidate no later than April 1st. At the request of the T & P Committee or the Candidate, a meeting may be conducted between the Candidate, the Committee Chair and/or the T & P Committee members to discuss the T & P Committee's findings and recommendations.

5.7 Concurrently, the Department Chair will conduct a review of the same documentation and submit findings and specific recommendations in writing to the Candidate. At the request of the Department Chair or the Candidate, a meeting may be conducted between the Candidate and the Department Chair to discuss the Department Chair's findings, identifying strengths and specific recommendations for improvement.

5.8 The Department Chair shall review the recommendations of the T & P Committee and forward both reports to the Dean of the College of Education no later than April 15th.

#### Section 6. Promotion to Associate Professor and Tenure.

Refer to COE Bylaws, Chapter 4, Section 2.6; UNLV Bylaws, Chapter III, Section 16, with the addition of the following to the promotion and tenure policy for the rank of Associate Professor:

6.1 UNLV Bylaws, Chapter III, Section 16.6 specify that an Assistant Professor may be considered for promotion at any time and must be considered for promotion after a period of not more than 6 years in this rank. Candidates typically apply for promotion to Associate Professor at the beginning of their sixth year unless otherwise specified at the time of hire. The review is to cover the period of time from the initial year of the probationary period to the date of review. Candidates should have their electronic portfolio of materials ready for external reviewers by May 1st, and all dossier materials must be submitted electronically to the Department Chair no later than August 1st of the Candidate's sixth year of employment. Candidates are solely responsible for submitting all required materials by the appropriate deadlines.

6.2 Two reviews are to be conducted independently; one by the Department Tenure and Promotion Committee (T & P) and one by the Department Chair.

6.3 The Candidate under review has responsibility to provide an electronic Cumulative Curriculum Vita to the Department Chair for evaluation by members of the T & P Committee. An electronic dossier containing supporting documentation is also required and should follow the current Provost and Regents' guidelines and procedures for consideration of promotion and tenure (COE Bylaws, Chapter 4, Section 2.6).

6.4 The T & P Committee shall review the dossier provided by the Candidate. The Candidate's dossier must be submitted electronically and contain the Nevada System of Higher Education (NSHE) Recommendation for Tenure and/or Promotion form ("The Regents' Form"); Vita; Annual Evaluations by Department Chair(s); summaries of teaching evaluations; examples of course syllabi; copies of scholarly work; and documentation of service contributions. The Candidate is advised to follow the College of Education Tenure & Promotion guidelines. (See Note after Section 6.8), and the Department of Educational and Clinical Studies Guidelines for Promotion and Tenure (Appendix B). Candidates are responsible for providing additional materials to support their activity if requested to do so by the Department T & P Committee.

The basic charge to the T & P Committee is to make one of the following recommendations:

6.4.a Overall productivity during the period in review indicates that the level of productivity during the entire review period resulted in a recommendation for promotion to Associate Professor and tenure based on the following:

- 6.4.a.1 Exhibits national/international visibility.
- 6.4.a.2 Maintains a continuous record of teaching, scholarship, and service.
- 6.4.a.3 Maintains a standard of teaching acceptable to the department. Candidates must develop syllabi that include appropriate critical course learning with accompanying rubrics illustrating high, medium, and low learner outcomes. This standard will include teaching effectiveness indicators such as:
  - 6.4.a.3.a student numeric ratings;
  - 6.4.a.3.b student narrative comments;
  - 6.4.a.3.c integration of technology into coursework; and
  - 6.4.a.3.d course/program development and innovation.

Other indicators include an acceptable record of advisement, including committee membership and any other evidence that can include items enumerated under Section 6.8, Note: Teaching.

6.4.a.4 Maintains a standard of service acceptable to the department. This standard will be assessed based on service to the department, college, university, profession and community. Indicators of appropriate service include the following:

- 6.4.a.4.a leadership and /or membership on committees at the department, college, and university levels;
- 6.4.a.4.b reviewer of conference proposals, grant proposals, professional publications, and/or documents of accrediting agencies; and
- 6.4.a.4.c contribution of professional expertise to specific community groups.

6.4.a.5 Submits at least two scholarly works per year (at least one to a refereed journal) resulting in publications, either published or in press at time of submission of P & T portfolio, with some as first or sole author.

6.4.b Overall productivity is such that promotion and tenure is not recommended.

6.5 In all cases, it is the responsibility of the T & P Committee to document specific strengths and/or weaknesses exhibited by the candidate. The T & P Committee must identify aspects of the Candidate's record that resulted in the recommendation.

6.6 The T & P Committee is required to submit, in writing, its findings and recommendations to the Department Chair and provide a copy to the candidate by the dates established by the Dean of the College. The T & P Committee Chair will forward the committee's report to the College T & P Committee and the Dean of the College.

6.7 Concurrently, the Department Chair will conduct a review of the same documentation and submit findings and recommendations in writing to the candidate.

6.8 The Department Chair shall forward both reports to the COE T & P Committee and the Dean of the College of Education by the requested due date.

Note: Consistent with the College of Education Tenure and Promotion Guidelines and the Department of Educational and Clinical Studies Guidelines for Promotion and Tenure (Appendix B), the Department of Education and Clinical Studies recognizes the following expectations and examples of supporting evidence in each of the three areas of teaching, scholarship, and service. The following lists or expectations are not exhaustive; they are intended to provide appropriate guidelines/suggestions for the Candidates.

1. Teaching
  - a. Copies of syllabi
  - b. Student ratings of courses taught
  - c. A statement of philosophy of teaching
  - d. A record of courses taught during the evaluation period
  - e. Evidence of new strategies, techniques, processes and technologies used in teaching
  - f. Evidence of development, teaching, and/or assessment of new courses
  - g. Attendance at professional development conferences, workshops and seminars related to the improvement of teaching
  - h. A record of advisement, particularly at the master's and doctoral levels
  - i. Honors and awards for teaching
  - j. Peer evaluations of teaching
  - k. Other teaching activities
  
2. Research/Scholarship
  - a. Articles published in refereed journals
  - b. Articles published in nationally recognized non refereed journals

- c. Evidence of articles in press in either of the above
  - d. Published books, book chapters, monographs
  - e. Book reviews, bulletins, technical reports, research reports, creative products, and editorials which contribute to the field of study
  - f. Evidence of grants received
  - g. Evidence of grants under review
  - h. Research works in progress
  - i. Honors and awards for research
  - j. Presentations at professional meetings based on research or scholarly projects
  - k. Other research/scholarship activities
3. Service
- a. Chair or membership in program, department, college and university committees
  - b. Participation in special university programs
  - c. Service to the local community (workshops, presentations, serving on local boards, seminars, colloquia)
  - d. Participation in local, state, and national organizations, including offices held, committee memberships, editorial board membership; service as a reviewer; service as a journal editor
  - e. Service on special panels, task forces, committees, and accreditation teams
  - f. Consultation services in related fields
  - g. Honors and awards for service
  - h. Other service activities

6.9 The Chair will request four (4) external reviewers to participate in the outside evaluation of faculty members seeking the rank of Associate Professor, two (2) of whom will be selected by the Candidate and two (2) will be selected by the Department Chair. Should an external reviewer not be available to participate, the Candidate will submit another name if such person was from the Candidate's list. If the external reviewer was from the Department Chair list, the Chair will contact another reviewer. Both the Candidate and external reviewers will be asked to identify their relationship (if any) to the candidate. Candidates should avoid submitting the Chairs of their doctoral committees as potential external reviewers. Under normal and usual circumstances, the names of potential external reviewers will be submitted to the Department Chair by April 15.

6.10 As stated in Section 6.1, Candidates should have their electronic portfolio of materials ready for external reviewers by May 1st. Materials will include those items that are listed in the College of Education Tenure and Promotion policies. Outside reviewers typically are asked to evaluate the candidate's record including research, publications, presentations, and creative products and comment on the candidate's qualitative and quantitative productivity.



## Section 7. Promotion to Full Professor.

Refer to COE Bylaws, Chapter 4, Section 2.6; UNLV Bylaws, Chapter III, Section 16, with the addition of the following to the promotion policy for the rank of Full Professor:

7.1. UNLV Bylaws, Chapter III, Section 16.6 state that an Associate Professor is normally expected to be in rank for five years prior to applying for promotion to Full Professor. In exceptional circumstances, an application for promotion may be considered earlier.

7.2 During the period between receipt of rank of Associate Professor and application for promotion to the rank of Full Professor, the Candidate is expected to fulfill the requirements of teaching, scholarship, and service as stated in the Notes following Section 6.8.

7.3 The Candidate must demonstrate an established national/international prominence in scholarship and/or service.

7.4 The Chair will request four (4) external reviewers to participate in the outside evaluation of faculty members seeking the rank of Full Professor, two (2) of whom will be selected by the Candidate and two (2) will be selected by the Department Chair. Should an external reviewer not be available to participate, the Candidate will submit another name if such person was from the Candidate's list. If the external reviewer was from the Department Chair list, the Chair will contact another reviewer. Both the Candidate and external reviewers will be asked to identify their relationship (if any) to the candidate. Candidates should avoid submitting the Chairs of their doctoral committees as potential external reviewers. Under normal and usual circumstances, the names of potential external reviewers will be submitted to the Department Chair by April 15.

7.5 Candidates should have their electronic portfolio of materials ready for external reviewers by May 1st. Materials will include those items that are listed in the College of Education Promotion and Tenure policies. Outside reviewers typically are asked to evaluate the candidate's record including research, publications, presentations, and creative products and comment on the candidate's qualitative and quantitative productivity.

## Section 8. Tenure. Refer to COE Bylaws, Chapter 4, Section 2.7

8.1 Appeals. Refer to COE Bylaws, Chapter 4, Section 2.7.1.

## Section 9. Promotion of Non-tenure Eligible Faculty

In compliance with NSHE and COE procedures, non-tenure-track academic faculty and nonacademic faculty members (Rank 0 and 1) are eligible to seek promotion. Lecturers can seek promotion to senior lecturer. Faculty in Residence can seek promotion from assistant professor in residence to associate professor in residence and from associate professor in residence to full professor in residence.

9.1 Non-tenure track academic faculty members may be considered for promotion utilizing the following time frames:

Rank O (1) nonacademic faculty members may be considered for promotion at any time and must be considered for promotion at the end of 3 years of service in this rank.

Rank O (2) nonacademic faculty member may be considered for promotion at any time and must be considered for promotion at the end of 5 years of service in this rank.

Rank O (3) nonacademic faculty member may be considered for promotion at any time and must be considered for promotion at the end of 8 years of service in this rank.

9.2 Two reviews are to be conducted independently; one by the Department Tenure and Promotion Committee and one by the Department Chair.

9.3 The candidate under review has responsibility to provide an electronic curriculum vita and promotion application, as well as an electronic dossier of supporting documents that provides convincing evidence of accomplishments in the areas of teaching, research and service. The candidate's dossier must contain the Nevada System of Higher Education (NSHE) Recommendation for Tenure and/or Promotion form ("The Regents' Form"); curriculum vita; annual evaluations by department chair(s); summaries of teaching evaluations; examples of course syllabi; copies of scholarly work; and documentation of service contributions. (see the Department of Education and Clinical Studies Guidelines for Promotion of Non-Tenure Eligible Faculty Guidelines; Appendix C). Additionally, the Chair will solicit two reviewers from the department. For Candidates moving from lecturer to senior lecturer and candidates moving from assistant to associate, the chair will solicit an additional review from a college faculty member outside the department. For candidates moving from Associate to full, the chair will solicit an external reviewer from outside the university who can speak to the quality of the candidate's work.

The charge of the T & P committee is to make one of the following recommendations.

9.3.a Overall productivity during the period in review indicates that the level of productivity during the entire review period resulted in a recommendation for promotion based on the following (Also see the Guidelines for Promotion of Non-Tenure Eligible Faculty in Appendix C):

9.3.a.1. Maintains a continuous record of teaching and service. Scholarship shall be considered in accordance with the candidate's individual position requirements as specified at the time of hire or renegotiated at some point thereafter but reasonably prior to the point of evaluation of promotion and/or retention.

9.3.a.2. Maintains a standard of teaching acceptable to the department. Candidates must develop syllabi that include appropriate critical course learning with accompanying rubrics illustrating high, medium, and low learner outcomes. This standard will include teaching effectiveness indicators such as:

- a. student numeric ratings;
- b. student narrative comments;
- c. integration of technology into coursework; and

d. course/program development and innovation.

e. Other indicators include an acceptable record of advisement, including committee membership and any other evidence that can include items enumerated under Section x.1 Note: Teaching.

9.3.a.3. Maintains a standard of service acceptable to the department. This standard will be assessed based on service to the department, college, university, profession and community. Indicators of appropriate service include the following:

- a. leadership and /or membership on committees at the department, college, and/or university levels;
- b. contribution of professional expertise to specific community groups; and
- c. participation in community outreach such as recruiting events, local regional and state committees, and professional development.

9.3.a.4. Participates in scholarly activities as delineated in the Department Guidelines (Appendix C).

9.3.b Overall productivity is such that promotion is not recommended.

9.4. In all cases, it is the responsibility of the T & P Committee to document specific strengths and/or weaknesses exhibited by the candidate. The T & P Committee must identify aspects of the Candidate's record that resulted in the recommendation.

9.5. The T & P Committee is required to submit, in writing, its findings and recommendations to the Department Chair and provide a copy to the candidate by the dates established by the Dean of the College. The T & P Committee Chair will forward the committee's report to the College T & P Committee and the Dean of the College.

9.6. Concurrently, the Department Chair will conduct a review of the same documentation and submit findings and recommendations in writing to the candidate.

9.7. The Department Chair shall forward both reports to the COE T & P Committee and the Dean of the College of Education by the requested due date.

Note: Consistent with the College of Education Tenure and Promotion Guidelines and the Department of Educational and Clinical Studies Guidelines for Promotion of Non-Tenure Eligible Faculty (Appendix C), the Department of Education and Clinical Studies recognizes the following expectations and examples of supporting evidence in each of the three areas of teaching, scholarship, and service. The following lists or expectations are not exhaustive; they are intended to provide appropriate guidelines/suggestions for the Candidates.

#### 1. Teaching

- a. Copies of syllabi
- b. Student ratings of courses taught

- c. A statement of philosophy of teaching
- d. A record of courses taught during the evaluation period
- e. Evidence of new strategies, techniques, processes and technologies used in teaching
- f. Evidence of development, teaching, and/or assessment of new courses
- g. Attendance at professional development conferences, workshops and seminars related to the improvement of teaching
- h. A record of advisement
- i. Honors and awards for teaching
- j. Peer evaluations of teaching
- k. Other teaching activities

2. Research/Scholarship

- a. Articles published in refereed journals
- b. Articles published in nationally recognized non refereed journals
- c. Evidence of articles in press in either of the above
- d. Published books, book chapters, monographs
- e. Book reviews, bulletins, technical reports, research reports, creative products, and editorials which contribute to the field of study
- f. Evidence of grants received
- g. Evidence of grants under review
- h. Research works in progress
- i. Honors and awards for research
- j. Presentations at professional meetings based on research or scholarly projects
- k. Other research/scholarship activities

3. Service

- a. Chair or membership in program, department, college and university committees
- b. Participation in special university programs
- c. Service to the local community (workshops, presentations, serving on local boards, seminars, colloquia)

- d. Participation in local, state, and national organizations, including offices held, committee memberships, editorial board membership; service as a reviewer; service as a journal editor
- e. Service on special panels, task forces, committees, and accreditation teams
- f. Consultation services in related fields
- g. Honors and awards for service
- h. Other service activities

9.8 Candidates should have their electronic portfolio of materials ready for internal reviewers by May 1st. Materials will include those items that are listed in the College of Education Tenure and Promotion policies. Reviewers typically are asked to evaluate the candidate's record including teaching, service, and, when designated by job responsibilities, some research, publications, presentations, and creative products and comment on the candidate's qualitative and quantitative productivity. Candidates should follow the timeline set by the Provost Guidelines for submission of promotion and tenure materials.

#### Section 10. Faculty Load and Assignments.

10.1 The workload for each academic faculty member shall be determined by the department Chair in accordance with the College of Education and UNLV Faculty workload policies and NSHE code.

10.2 Refer to COE Bylaws, Chapter 4, Section 2.8.

Section 11. Graduate Faculty. The appointment, responsibilities, and prerogatives of members of the Department faculty to the Graduate Faculty must be in concert with the requirements and procedures established by the Graduate College and enumerated in the Policy Manual of the Graduate College.

## **CHAPTER 5**

### **CURRICULUM AND PROGRAMS**

Section 1. Curricular and/or Program Development. (See COE Bylaws, Chapter 6, Section 1; UNLV Bylaws, Chapter II, Sections 4, 5, and 6 (5/12; pp. 14-16). The Department of Educational and Clinical Studies has the responsibility to develop provisions for continuously evaluating its curricula and programs of study, to conduct ongoing evaluation reviews of the effectiveness of its graduates, and to develop new approaches, plan and initiate modifications where appropriate, and discontinue outmoded courses or programs.

Section 2. Curricular Modifications, Deletions, or Additions (Refer to COE Bylaws, Chapter 6, Section 2; UNLV Bylaws, Chapter II, Sections 4 and 5 (05/12 pp. 14-15).

Recommended course or curricular changes at the program level (e.g., course number, title, prerequisites, etc.) first must be reviewed and approved by the program area Academic Faculty. Upon approval, the Program Coordinator will notify the Department Chair, and provide electronic documentation of the requested course or curricular change(s). The Department Chair will forward the requested program course or curricular change(s) by email to all Department Academic Faculty and Graduate Academic Faculty for review. Faculty will be given three (3) working days to respond with concerns, or request a Department Faculty meeting to discuss the proposed change(s). If a Department Faculty meeting is requested, it must be held within one (1) week of the request.

If no responses are received from Department faculty within the 3 working day period, the Department Chair will call for an electronic vote on the proposed change(s) by the Academic Faculty and/or Graduate Academic Faculty. If approved, the proposed change(s) may be sent on to the Teacher Education, Licensed Personnel, and Field Experience Committee (if a licensure course) or the COE Curriculum Committee.

Section 3. Program Changes (Refer to COE Bylaws, Chapter 6, Section 3; UNLV Bylaws, Chapter II, Section 6 (05/12 pp. 15-16).

#### Section 4. Teacher Education and Licensure Changes

Course, curricular, and/or program changes which relate only to licensure or other professional personnel licensure or endorsements must also be initiated at the unit level or by the Teacher Education, Licensed Personnel, and Field Experience Committee and reviewed and evaluated by the COE Curriculum Committee.

Section 5. Catalog Material Modification (Refer to COE Bylaws, Chapter 6, Section 5)

Initiation of a request for Catalog descriptions other than those related to courses and programs begins at the Department level.

## **CHAPTER 6**

### **BYLAWS AMENDMENTS/CHANGES**

6.1 The Articles in this document may be amended or changed by a two---thirds majority of the faculty of the Department of Educational and Clinical Studies. Amendments are to be submitted, in writing, to the Department Chair for appropriate action.

6.2 Editorial changes required due to action by the Nevada Board of Regents (including approval of modifications of the UNLV Bylaws) or those reflecting administrative fiats of the President or the Senior Vice President and Provost of the University are to be made at the time they become effective. These do not require ratification by the faculty of the COE since they are mandated by a higher authority.

## **APPENDIX A**

Professional Program Centers of the Department of Educational and Clinical Studies complement the mission of the department and provide for the advancement of research/scholarship, service, and teaching.

### Center for Autism Spectrum Disorders (UNLV CASD)

University of Nevada, Las Vegas Center for Autism Spectrum Disorders (UNLV CASD) conducts community---focused research, assessment, and educational training of persons with autism spectrum disorders (ASD), their families, and community service providers in Southern Nevada. The goal of UNLV CASD is to be a nationally recognized leader in the field of ASD through high quality research, assessment, and training.



## **APPENDIX B**

### **Promotion and Tenure Guidelines**

**DEPARTMENT OF EDUCATIONAL AND CLINICAL STUDIES GUIDELINES FOR PROMOTION AND TENURE**

The Faculty in the Department of Educational and Clinical Studies at the University of Nevada Las Vegas support the premise that the primary purpose of the promotion and tenure process is to maintain the integrity and standards of our profession and to maintain the integrity and standards of our Department. To receive an affirmative vote of support for promotion and or tenure, the candidate must provide evidence of criterion performance in the areas of teaching, scholarship, and service and the candidate's evidence must be presented in an honest and accurate manner. The evaluation period for promotion to Associate Professor includes years at UNLV and years of credit awarded at the time of hire. The evaluation period for promotion to Full Professor includes years subsequent to promotion to Associate Professor. **The candidate's record should reflect continuous progress.** To assist in the interpretation of expectations related to promotion and tenure at the department level, the following performance indicators and requirements related to the provision of evidence are duly noted. This document applies to any new hires 2004 and beyond or to anyone who achieved tenure and/or rank effective July 2004 or fall 2004 and after.

**This document shall not be considered binding upon either candidates or reviewers. The information contained herein constitutes a set of guidelines. It is intended to provide helpful direction to candidates as they prepare themselves for tenure and/or promotion or to reviewers as they evaluate candidates. The ultimate responsibility for presenting a convincing case for promotion and/or tenure lies with the candidate and may include any and all materials that are consistent with stipulations contained in the UCCSN Board of Regents Handbook, the UNLV Bylaws and the Bylaws of the College of Education.**

**PROMOTION TO ASSOCIATE PROFESSOR**

Candidates for promotion to Associate Professor are required to demonstrate Excellence in teaching and/or scholarship. If Excellence is demonstrated in only one of these two areas, the candidate must demonstrate Commendable or Satisfactory performance in the remaining area. Candidates must also demonstrate at least Satisfactory performance in service.

**TEACHING**

**Performance Indicators**

Teaching Components	Excellent 3	Commendable 2	Satisfactory 1	Unsatisfactory 0	Required Evidence
Courses Taught Over Evaluation Period (required)  X 5	>.25 above the upper range of department means for the previous 5 years	Up to .25 above the upper range of department means for the previous 5 years	The overall mean of all courses taught during the evaluation period falls within the department range of mean scores for the previous 5 yrs	The overall mean of all courses taught during the evaluation period is < lower end of the department range of mean scores for the previous 5 yrs	<ul style="list-style-type: none"> <li>• Course Evaluations/ narrative comments</li> <li>• Summary Table of course evaluations obtained throughout the evaluation period</li> <li>• Syllabi for each course (not class) and, if applicable, multiple syllabi of same course to reflect revisions or responsiveness to student feedback</li> </ul>
Teaching Awards / Recognition  + 1	Bonus Credit				Award Letter
+ .5 (internal grant)  +2 (state or private grant)  +3 (federal grant)	Bonus Credit				

Teaching Components	Excellent 3	Commendable 2	Satisfactory 1	Unsatisfactory 0	Required Evidence
<p>Membership on Graduate Degree Candidates' Committees (M.Ed., MS, Ed.S, Ed.D, Ph.D. as chair, member, or graduate representative) <b>(required)</b></p> <p>X 2</p>	>30 Graduate Student Committees (as chair, member, or graduate representative).	20-29 Graduate Student Committees (as chair, member, or graduate representative).	10-19 Graduate Student Committees (as chair, member, or graduate representative).	Fewer than 10 Graduate Student Committees (as chair, member, or graduate representative).	<ul style="list-style-type: none"> <li>• Comprehensive exam lists from department</li> <li>• Department database print out</li> </ul>
<p>Doctoral Dissertations Supervised as chair or member with student graduating</p> <p>+ 1 for each completed dissertation</p>	Bonus Credit				Copy of Signature Page
<p>Master's Theses/Professional Papers Supervised as chair or member with student graduating</p> <p>+ .5 for each completed thesis</p>	Bonus Credit				Copy of Signature Form
<p>Other Evidence of effective job performance 1) other evidence of resident and/or outreach teaching and advising; 2) curriculum, program, or course development; 3) evidence of attending conferences, classes, seminars to develop teaching skills, or major revision of existing courses; 4) use of technology) <b>(required)</b></p> <p>X 1</p>	Completed 3 of the 4	Completed 2 of the 4	Completed 1 of the 4	Completed none of the 4	1) Narrative Description, 2) Copy of syllabi, program, or curriculum, 3) Letter or certificate or agendas or programs

**SCHOLARSHIP**

**Performance Indicators**

Scholarship Components	Excellent 3	Commendable 2	Satisfactory 1	Unsatisfactory 0	Required Evidence
Refereed Journal Articles ( <b>required</b> )  X10	9+ published or in press	6-8 published or in press	5 published or in press	<5 published or in press	<ul style="list-style-type: none"> <li>• Copy of article</li> <li>• Evidence that article is refereed (i.e., reviewed by at least two individuals)</li> <li>• Final acceptance letter for "in press"</li> <li>• Acceptance rate of journals</li> </ul>
Data-based, sole author, or 1 <sup>st</sup> author of refereed journal articles or invited articles  +1 for each component (maximum of 2 bonus points per article)	Bonus Credit				
Books  + 5 sole author +3 1 <sup>st</sup> author +2 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of book</li> <li>• Evidence that book is reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>
Monographs  +3 sole author +2 1 <sup>st</sup> author +1 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of monograph</li> <li>• Evidence that monograph is refereed (i.e., reviewed by at least two individuals)</li> <li>• Final acceptance letter for "in press"</li> </ul>
Book / Monograph Chapters or Parts of Books  + 2 sole author +1 1 <sup>st</sup> author +.5 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of book/monograph chapter or parts of book</li> <li>• Copyright and title page of book</li> <li>• Evidence that chapter/parts of book have been reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>
Books Edited  +3 sole author +2 1 <sup>st</sup> author + 1 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of book</li> <li>• Evidence that book has been reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>

Scholarship Components	Excellent 3	Commendable 2	Satisfactory 1	Unsatisfactory 0	Required Evidence
Monograph Edited  +2 sole author +1 1 <sup>st</sup> author +5 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of monograph</li> <li>• Evidence that monograph is refereed (i.e., reviewed by at least two individuals)</li> <li>• Final acceptance letter for "in press"</li> </ul>
Book Reviews/ Other Published Reviews  +.5 per review	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of review</li> <li>• Final acceptance letter for "in press"</li> </ul>
Articles published in non-refereed journals	No Credit				
Articles published in Refereed Conference Proceedings  +.25 per article	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of article</li> <li>• Evidence that article is refereed (i.e., reviewed by at least two individuals)</li> <li>• Final acceptance letter for "in press"</li> </ul>
Articles published in Non-refereed Conference Proceedings	No Credit				
Presentations at International or National Professional Meetings-Refereed or Invited ( <b>required</b> )  X2	17 or more	11-16	10	<10	Proof of attendance (e.g., airline tickets, or hotel receipt)
Other Creative Accomplishments (e.g., prefaces, introductions, research reports to sponsor, translations, abstracts, creative accomplishments, etc.)  +.25 per item	Bonus Credit				Copy of item
Manuscripts Submitted for publication	No Credit				Copy of letter of receipt from publisher
Research or Creative Awards and Recognition  +1	Bonus Credit				Award letter

Scholarship Components	Excellent 3	Commendable 2	Satisfactory 1	Unsatisfactory 0	Required Evidence
Research Grants or Grants for Creative Purposes, Projects, Commissions and Contracts (submissions or funded grants <b>required</b> here or in teaching )  X 1	Submitted at least 5 with 2 or more funded.	Submitted at least 5 with 1 funded.	Submitted 5.	Submitted fewer than 5.	<ul style="list-style-type: none"> <li>• Notification letter</li> <li>• Final approved Budget Sheet from funding agency</li> <li>• Copy of grant abstract</li> </ul>
+5 (internal grant)					
+2 (state or private grant)					
+3 (federal grant)					

**SERVICE**

**Performance Indicators**

Service Components	Excellent 3	Commendable 2	Satisfactory 1	Unsatisfactory 0	Required Evidence
System  +.25 maximum	Bonus Credit				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
University  +.25 maximum	Bonus Credit				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
College ( <b>required</b> )  X1	Participation on 3 or more committees	Participation on 2 committees	Participation on 1 committee	No participation	Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
Department ( <b>required</b> )  X1	Participation on 3 or more committee	Participation on 2 committees	Participation on 1 committee	No participation	Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
Professional and Learned Societies  +.50	Bonus Credit				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)

Service Components	Excellent 3	Commendable 2	Satisfactory 1	Unsatisfactory 0	Required Evidence
Other Service (e.g., governmental agencies, reviewing grants, business/ industry, public/private organizations, outreach or other activities)  +.25	Bonus Credit				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
Service Awards and Recognition  +1	Bonus Credit				Award letter

### PROMOTION TO FULL PROFESSOR

Candidates for promotion to Full Professor are required to demonstrate leadership and exemplary performance in the areas of teaching, scholarship, and service.

### TEACHING

#### Continued Development of Teaching Effectiveness or, in the Case of Individuals with Non-Teaching Backgrounds, Promise of Excellence as a University Teacher

Teaching Components	3	2	1	0	Required Evidence
Courses Taught Over Evaluation Period ( <b>required</b> )  X 5	>.25 above the upper range of department means for the previous 5 years	Up to .25 above the upper range of department means for the previous 5 years	The overall mean of all courses taught during the evaluation period falls within the department range of mean scores for the previous 5 yrs	The overall mean of all courses taught during the evaluation period is < lower end of the department range of mean scores for the previous 5 yrs	<ul style="list-style-type: none"> <li>• Course Evaluations including narrative comments</li> <li>• Summary Table of course evaluations obtained throughout the evaluation period (see Regent's Form)</li> <li>• Syllabi for each course (not class) taught and if applicable multiple syllabi of the same course that reflect refinement, major revisions, or responsiveness to student feedback</li> </ul>
Teaching Awards/ Recognition +1	Bonus Credit				Award Letter

Teaching Components	3	2	1	0	Required Evidence
+5 (internal grant)	Bonus Credit				
+2 (state or private grant)					
+3 (federal grant)					

**Demonstrated Success as a Wise Counselor of Students**

Teaching Components	3	2	1	0	Required Evidence
Membership on Graduate Degree Candidates' Committees (M.Ed., MS, Ed.S, Ed.D, Ph.D. as chair, member, or graduate representative) <b>(required)</b> X 2	>30 Graduate Student Committees (as chair, member, or graduate representative).	20-29 Graduate Student Committees (as chair, member, or graduate representative).	10-19 Graduate Student Committees (as chair, member, or graduate representative).	Less than 10 Graduate Student Committees (as chair, member, or graduate representative).	<ul style="list-style-type: none"> <li>• Comprehensive exam lists from department</li> <li>• Department database print out</li> </ul>
Doctoral Dissertations Supervised as chair with student graduating <b>(required)</b> X1	More than 2 students	2 students	1 student	No students	Copy of Signature Page
Doctoral Dissertations Supervised as member with student graduating <b>(required)</b> X 1	More than 4 students	3 - 4 students	2 students	Less than 2 students	Copy of Signature Page
Master's Theses/Professional Papers Supervised as chair or member with student graduating  + .5 for each completed thesis	Bonus Credit				Copy of Signature Form



Teaching Components	3	2	1	0	Required Evidence
Other Evidence of effective job performance (e.g. 1) other evidence of resident and/or outreach teaching and advising; 2) curriculum, program, or course development; 3) evidence of attending conferences, classes, seminars to develop teaching skills*, or major revision of existing courses; 4), use of tech) (required) X1	Completed 3 of the 4	Completed 2 of the 4	Completed 1 of the 4	Completed none of the 4	1) Narrative Description 2) Copy of syllabi, program, or curriculum 3) Letter or certificate or agendas or programs 4) Narrative Description

\*This item relates to specialized training (e.g., TCL workshops, additional professional certifications)

### SCHOLARSHIP

#### Continued Satisfactory Productivity in Creative or Research Activity, Resulting in Significant Contributions to the Discipline

Scholarship Components	3	2	1	0	Required Evidence
Refereed Journal Articles since last promotion (required)  X10	12+ published or in press	10-11 published or in press	8-9 published or in press	<8 published or in press	<ul style="list-style-type: none"> <li>• Copy of article</li> <li>• Evidence that article is refereed i.e., reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> <li>• Acceptance rate of journals</li> </ul>
Data-based, sole author, or 1 <sup>st</sup> author of refereed journal or invited articles  +1 for each component (maximum of 2 bonus points per article)	Bonus Credit				
Books  + 5 sole author +3 1 <sup>st</sup> author +2 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of book</li> <li>• Evidence that book is reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>

Scholarship Components	3	2	1	0	Required Evidence
Monographs  +3 sole author +2 1 <sup>st</sup> author +1 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of monograph</li> <li>• Evidence that monograph is refereed i.e., reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>
Book / Monograph Chapters or Parts of Books  + 2 sole author +1 1 <sup>st</sup> author +.5 multiple	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of book/monograph chapter or parts of book</li> <li>• Copyright and title page of book</li> <li>• Evidence that chapter/parts of book have been reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>
Books Edited  +3 sole author +2 1 <sup>st</sup> author + 1 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of book</li> <li>• Evidence that book has been reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>
Monographs Edited  +2 sole author +1 1 <sup>st</sup> author +.5 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of monograph</li> <li>• Evidence that monograph is refereed (i.e., reviewed by at least two individuals)</li> <li>• Final acceptance letter for "in press"</li> </ul>
Book Reviews/ Other Published Reviews  +.5 per review	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of review</li> <li>• Final acceptance letter for "in press"</li> </ul>
Articles published in non-refereed journals	No Credit				
Articles published in Refereed Conference Proceedings  +.25 per article	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of article</li> <li>• Evidence that article is refereed i.e., reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>
Articles published in Non-refereed Conference Proceedings	No Credit				
Presentations at International or National Professional Meetings: Refereed or Invited (Required)  X2	17 or more	11-16	10	<10	Proof of attendance (e.g., airline tickets, or hotel receipt)
<b>Scholarship Components</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Required Evidence</b>
Other Creative Accomplishments	Bonus Credit				Copy of item

(e.g., prefaces, introductions, translations, abstracts, creative accomplishments, etc.) + .25 per item					
Manuscripts Submitted for publication (with copy of letter of receipt from publisher)	No Credit				Copy of letter of receipt from publisher
Research or Creative Awards and Recognition +1		Bonus Credit			Award letter
Research Grants or Grants for Creative Purposes, Projects, Commissions, and Contracts (submissions or funded grants <b>required</b> here or in teaching or service) X 1	Submitted at least 5 with 2 or more funded.	Submitted at least 5 with 1 funded.	Submitted 5.	Submitted fewer than 5.	<ul style="list-style-type: none"> <li>• Notification letter</li> <li>• Final approved Budget Sheet from funding agency</li> <li>• Copy of grant abstract</li> </ul>
+5 (internal grant) +2 (state or private grant) +3 (federal grant)	Bonus Credit				

### SERVICE

**A Significant Record of Contributions to the University Community Through Participation in Various Administrative, Governance, and Planning Activities**

Service Components	3	2	1	0	Required Evidence
System, University, or College ( <b>required</b> ) X1	Participation on an average of 4 or more committees per year over evaluation period	Participation on an average of 3 or more committees per year over evaluation period	Participation on an average of 2 or more committees per year over evaluation period	Participation on an average of <2 or more committees per year over evaluation period	Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work product)
+ 2 for chair per term	Bonus Credit				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)

**Evidence of Professional Commitment as Demonstrated by Leadership in Professional or Academic Organizations**

Service Components	3	2	1	0	Required Evidence
Leadership in Professional and Learned Societies (required)  +.50	Participation on an average of 4 or more committees per year over evaluation period	Participation on an average of 3 or more committees per year over evaluation period	Participation on an average of 2 or more committees per year over evaluation period	Participation on an average of <2 or more committees per year over evaluation period	Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
+1 per year for officer, committee chair, editor, and/or conference chair	Bonus Credit				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
Other Service (e.g., governmental agencies, reviewing grants, business/ industry, public/private organizations, outreach or other activities)  +.25	Bonus Credit				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
Service Awards and Recognition +1	Bonus Credit				Award letter
Service Grants (submissions or funded grants required here or in teaching or service)  X 1	Submitted at least 5 with 2 or more funded.	Submitted at least 5 with 1 funded.	Submitted 5.	Submitted less than 5.	<ul style="list-style-type: none"> <li>• Notification letter</li> <li>• Final approved Budget Sheet from funding agency</li> <li>• Copy of grant abstract</li> </ul>
+5 (internal grant)  +2 (state or private grant)  +3 (federal grant)	Bonus Credit				

**Collegiality, Which is the Continued Maintenance of Ability to Work Productively with Colleagues, Staff and Students**

Collegiality is to be considered with regard to promotion to Associate Professor (per UNLV Bylaws 16.4, B.4) and promotion to Full Professor (per UNLV Bylaws, 16.5, B.4).

Collegiality is assumed, given the absence of collegial problems noted in candidates' annual evaluations. Concerns regarding collegiality may be included in promotion deliberations if such documentation exists.

**Other Significant Contributions Relevant to an Evaluation of the Individual's Contribution to the University Community**

It is suggested that Candidates include other significant contributions (if applicable) in their Opening Statement (see Regent's Form). Further, if additional information is needed to inform evaluators regarding unusual circumstances that may have influenced the candidate's record (e.g., served as department chair, part-time appointments outside department, leave of absence due to illness, years of credit granted from service at another institution), it is appropriate to include this information in the Opening Statement.

## ADDITIONAL REQUIREMENTS RELATED TO THE PROVISION OF EVIDENCE

### For Promotion to Associate Professor

- Annual Evaluations
- Midtenure Review
- Vita
- Regents Form

### For Promotion to Full Professor

- Annual Evaluations
- Vita
- Regents Form
- External Reviews (two selected by candidate and at least two selected by the department chair or Promotion and Tenure Committee if the Chair is also the candidate)

## GOVERNING PRINCIPLES

### Application of Bonus Points for Associate Professor Candidates

- The minimum **required** criteria for satisfactory level in teaching must be met in order to apply bonus points in teaching (i.e., 8 points in **required** areas of teaching).
- The minimum **required** criteria for satisfactory level in scholarship must be met in order to apply bonus points in scholarship (i.e., 12 points in **required** areas of scholarship),
- The minimum **required** criteria for satisfactory level in service must be met in order to apply bonus points in service (i.e., 2 points in **required** areas of service).
- A minimum of 5 grants must have been submitted over the evaluation period in order to apply bonus points for grants. These grants may be teaching, research, or a combination thereof.

### Application of Bonus Points for Full Professor Candidates

- The minimum **required** criteria in teaching must be met in order to apply bonus points in teaching (i.e., 9 points in **required** areas of teaching)
- The minimum **required** criteria in scholarship must be met in order to apply bonus points in scholarship (i.e., 12 points in **required** areas of scholarship)
- The minimum **required** criteria in service must be met in order to apply bonus points in service (i.e., 2.5 points in **required** areas of service).
- A minimum of 5 grants must have been submitted over the evaluation period in order to apply bonus points for grants. These grants may be teaching, research, service or a combination thereof.

### Associate Professor Criteria for Satisfactory, Commendable, and Excellent Performance

Area	Point Ranges	Performance Category
Teaching	8 - 15	Satisfactory
	16 - 23	Commendable
	24 +	Excellent
Scholarship	12 - 23	Satisfactory
	24 - 35	Commendable
	36 +	Excellent
Service	2 - 3	Satisfactory
	4 - 5	Commendable
	6 +	Excellent

**Full Professor Criteria for Performance Categories**

Area	Point Ranges	To Be Considered for Promotion to Full Professor, Candidate must have a MINIMUM of
Teaching	9 – 17	18 points in teaching and
	18 - 26	
	27 +	
Scholarship	12 - 23	24 points in scholarship and
	24 - 35	
	36 +	
Service	2.5 – 4.5	5 points in service
	5 - 7	
	7.5 +	

**Departmental Interpretations Related to the Honest and Accurate Representation of Record**

To receive support from the Department Faculty for Promotion and Tenure, candidates' representation of their records must be honest and accurate. It is to the candidates' benefit to err in the direction of providing more evidence rather than less evidence to substantiate their records.

## **APPENDIX C**

### **Guidelines for Promotion of Non-Tenure Eligible Faculty**

**DEPARTMENT OF EDUCATIONAL AND CLINICAL STUDIES GUIDELINES FOR PROMOTION OF NON-TENURE ELIGIBLE FACULTY**

The Faculty in the Department of Educational and Clinical Studies at the University of Nevada Las Vegas support the premise that the primary purpose of the promotion and tenure process is to maintain the integrity and standards of our profession and to maintain the integrity and standards of our Department. To receive an affirmative vote of support for promotion, the candidate must provide evidence of criterion performance in the areas of teaching, service and, to some extent, scholarship and the candidate's evidence must be presented in an honest and accurate manner. **The candidate's record should reflect continuous progress.** To assist in the interpretation of expectations related to promotion and tenure at the department level, the following performance indicators and requirements related to the provision of evidence are duly noted.

**This document shall not be considered binding upon either candidates or reviewers. The information contained herein constitutes a set of guidelines. It is intended to provide helpful direction to candidates as they prepare themselves for promotion or to reviewers as they evaluate candidates. The ultimate responsibility for presenting a convincing case for promotion lies with the candidate and may include any and all materials that are consistent with stipulations contained in the UCCSN Board of Regents Handbook, the UNLV Bylaws and the Bylaws of the College of Education.**

**PROMOTION TO SENIOR LECTURER**

Candidates for promotion to Senior Lecturer are required to demonstrate Excellence or Commendable in teaching and service.

**TEACHING**

**Performance Indicators**

Teaching Components	Excellent 3	Commendable 2	Satisfactory 1	Unsatisfactory 0	Required Evidence
Courses Taught Over Evaluation Period (required)  X 5	The overall mean of all courses taught during the evaluation period is above 4.25 for the years under consideration	The overall mean of all courses taught during the evaluation period is between 3.75 and 4.24 for the years under consideration	The overall mean of all courses taught during the evaluation period is between 3.25 and 3.74 for the years under consideration	The overall mean of all courses taught during the evaluation period is < 3.24 for the years under consideration	<ul style="list-style-type: none"> <li>• Course Evaluations/narrative comments</li> <li>• Summary Table of course evaluations obtained throughout the evaluation period</li> <li>• Syllabi for each course (not class) and, if applicable, multiple syllabi of same course to reflect revisions or responsiveness to student feedback</li> </ul>
Teaching Awards / Recognition  + 1	Bonus Credit				Award Letter
Evidence of recruitment, professional development (here or in service) (required)  X 1	Completed 20 events	Completed 15-19 events	Completed 10-14 events	Completed <10 events	Narrative Description
Curriculum, program, or course development (major course revision, new course development, curriculum realignment) (required)  X 2	Develop or major revision of 3 courses / curriculum	Develop or major revision of 2 courses / curriculum	Develop or major revision of 1 course / curriculum		Copy of old and new syllabi, program, or curriculum.
3) evidence of attending conferences, classes, seminars to develop teaching skills, (required)  X 1	Evidence of 5 events	Evidence of 4 events	Evidence of 3 events	< 2 events	Letter or certificate or agendas or programs



**SCHOLARSHIP**

**Performance Indicators**

Scholarship Components	Excellent 3	Commendable 2	Satisfactory 1	Unsatisfactory 0	Required Evidence
Refereed Journal Articles  +1 for each article	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of article</li> <li>• Evidence that article is refereed (i.e., reviewed by at least two individuals)</li> <li>• Final acceptance letter for "in press"</li> <li>• Acceptance rate of journals</li> </ul>
Data-based, sole author, or 1 <sup>st</sup> author of refereed journal articles or invited articles  +1 for each component (maximum of 2 bonus points per article)	Bonus Credit				
Books  + 5 sole author +3 1 <sup>st</sup> author +2 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of book</li> <li>• Evidence that book is reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>
Monographs  +3 sole author +2 1 <sup>st</sup> author +1 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of monograph</li> <li>• Evidence that monograph is refereed (i.e., reviewed by at least two individuals)</li> <li>• Final acceptance letter for "in press"</li> </ul>
Book / Monograph Chapters or Parts of Books  + 2 sole author +1 1 <sup>st</sup> author +.5 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of book/monograph chapter or parts of book</li> <li>• Copyright and title page of book</li> <li>• Evidence that chapter/parts of book have been reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>
Books Edited  +3 sole author +2 1 <sup>st</sup> author + 1 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of book</li> <li>• Evidence that book has been reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>
Monograph Edited  +2 sole author +1 1 <sup>st</sup> author +.5 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of monograph</li> <li>• Evidence that monograph is refereed (i.e., reviewed by at least two individuals)</li> <li>• Final acceptance letter for "in press"</li> </ul>

Book Reviews/ Other Published Reviews  +.5 per review	Bonus Credit	<ul style="list-style-type: none"> <li>• Copy of review</li> <li>• Final acceptance letter for "in press"</li> </ul>
Articles published in non-refereed journals  +.25 per article	Bonus Credit	
Articles published in Refereed Conference Proceedings  +.25 per article	Bonus Credit	<ul style="list-style-type: none"> <li>• Copy of article</li> <li>• Evidence that article is refereed (i.e., reviewed by at least two individuals)</li> <li>• Final acceptance letter for "in press"</li> </ul>
Articles published in Non-Refereed Conference Proceedings  +.25 per article	Bonus Credit	
Presentations at International or National Professional Meetings-Refereed or Invited  +1 per presentation	Bonus Credit	Proof of attendance (e.g., airline tickets, or hotel receipt)
Other Creative Accomplishments (e.g., prefaces, introductions, research reports to sponsor, translations, abstracts, creative accomplishments, etc.)  + .25 per item	Bonus Credit	Copy of item
Research or Creative Awards and Recognition  +1	Bonus Credit	Award letter

**SERVICE**

**Performance Indicators**

Service Components	Excellent 3	Commendable 2	Satisfactory 1	Unsatisfactory 0	Required Evidence
System  +.25 maximum	Bonus Credit				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
University  +.25 maximum	Bonus Credit				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
College  X1	Bonus Credit				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
Department and Program committee <b>(required)</b>  X1	Participation on 3 or more committees at least one of them being departmental	Participation on 2 committees	Participation on 1 committee	No participation	Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
Evidence of recruitment, professional development (here or in service) (required) X 1	Completed 20 events	Completed 15-19 events	Completed 10-14 events	Completed <10 events	Narrative Description
Professional and Learned Societies (local, state and national) <b>(required)</b>  + 1	5 or more organizations / committees	4 or more organizations / committees	3 or more organizations / committees	< 2 or more organizations / committees	Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
Service Awards and Recognition  +1	Bonus Credit				Award letter

**ADDITIONAL REQUIREMENTS RELATED TO THE PROVISION OF EVIDENCE**

**For Promotion to Senior Lecturer**

- Annual Evaluations
- Vita
- Internal Letters (two letters from department, and an additional letter from outside of the department)
- UNLV Promotion form as required (e.g. Digital Measures)

**Senior Lecturer Satisfactory, Commendable, and Excellent Performance**

Area	Point Ranges	Performance Category
Teaching	8 - 15	Satisfactory
	16 - 23	Commendable

	24 +	Excellent
Service	2 - 3	Satisfactory
	4 - 5	Commendable
	6 +	Excellent

#### Departmental Interpretations Related to the Honest and Accurate Representation of Record

To receive support from the Department Faculty for Promotion candidates' representation of their records must be honest and accurate. It is to the candidates' benefit to err in the direction of providing more evidence rather than less evidence to substantiate their records.

#### PROMOTION TO ASSOCIATE PROFESSOR IN RESIDENCE

Candidates for promotion to Associate Professor in Residence are required to demonstrate Excellence or Commendable in teaching and service. Candidates must also demonstrate at least Satisfactory performance in scholarship.

#### TEACHING

#### Performance Indicators

Teaching Components	Excellent 3	Commendable 2	Satisfactory 1	Unsatisfactory 0	Required Evidence
Courses Taught Over Evaluation Period ( <b>required</b> )  X 5	The overall mean of all courses taught during the evaluation period is above 4.25 for the years under consideration	The overall mean of all courses taught during the evaluation period is between 3.75 and 4.24 for the years under consideration	The overall mean of all courses taught during the evaluation period is between 3.25 and 3.74 for the years under consideration	The overall mean of all courses taught during the evaluation period is < 3.24 for the years under consideration	<ul style="list-style-type: none"> <li>Course Evaluations/narrative comments</li> <li>Summary Table of course evaluations obtained throughout the evaluation period</li> <li>Syllabi for each course (not class) and, if applicable, multiple syllabi of same course to reflect revisions or responsiveness to student feedback</li> </ul>
Teaching Awards / Recognition  + 1	Bonus Credit				Award Letter
Teaching Grants or Grants for Creative Purposes, Projects, Commissions and Contracts as Grant team member (submissions or funded grants <b>required</b> here or in Research or combined)  X 1	Submitted at least 3	Submitted at least 2.	Submitted 1.	Submitted fewer than 1.	<ul style="list-style-type: none"> <li>Notification letter</li> <li>Final approved Budget Sheet from funding agency</li> <li>Copy of grant abstract</li> </ul>
+3 (Co-PI)  +5 (internal grant)  +2 (state or private grant)  +3 (federal grant)  +5 (Funded)	Bonus Credit				
Membership on Graduate Degree Candidates' Committees (M.Ed., MS, Ed.S,	>30 Graduate Student Committees (as member, or graduate	20-29 Graduate Student Committees (as chair, member, or graduate representative).	10-19 Graduate Student Committees (as chair, member, or graduate	Fewer than 10 Graduate Student Committees (as chair, member, or graduate represen-	<ul style="list-style-type: none"> <li>Comprehensive exam lists from department</li> <li>Department database print out</li> </ul>

Ed.D, Ph.D. as member, or graduate representative) <b>(required)</b> X 2	representative).		representative).	tative).	
Evidence of resident and/or outreach teaching and advising; <b>(required here or in Service)</b> X 1	Completed 30 or more events	Completed 25-29 events	Completed 20-24 events	Fewer than 20 events	1) Narrative Description, 2) Letter or certificate or agendas or programs 3) Recruitment Flyers
2) curriculum, program, or course development or revision <b>(required)</b> X 2	Develop or major revision of 3 courses	Develop or major revision of 2 courses	Develop or major revision of 1 course	No revisions course development	Copy of new and old syllabi, program, or curriculum,
3) evidence of attending conferences, classes, seminars to develop teaching skills, <b>(required)</b> X 1	5 events	4 events	3 events	<3 events	2) Letter or certificate or agendas or programs

#### SCHOLARSHIP

#### Performance Indicators

Scholarship Components	Excellent 3	Commendable 2	Satisfactory 1	Unsatisfactory 0	Required Evidence
Refereed Journal Articles <b>(required)</b> X10	4+ published or in press	3 published or in press	2 published or in press	<2 published or in press	<ul style="list-style-type: none"> <li>• Copy of article</li> <li>• Evidence that article is refereed (i.e., reviewed by at least two individuals)</li> <li>• Final acceptance letter for "in press"</li> <li>• Acceptance rate of journals</li> </ul>
Data-based, sole author, or 1 <sup>st</sup> author of refereed journal articles or invited articles  +1 for each component (maximum of 2 bonus points per article)	Bonus Credit				
Books  + 5 sole author +3 1 <sup>st</sup> author +2 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of book</li> <li>• Evidence that book is reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>

<p>Monographs</p> <p>+3 sole author +2 1<sup>st</sup> author +1 multiple authors</p>	<p>Bonus Credit</p>				<ul style="list-style-type: none"> <li>• Copy of monograph</li> <li>• Evidence that monograph is refereed (i.e., reviewed by at least two individuals)</li> <li>• Final acceptance letter for "in press"</li> </ul>
<p>Book / Monograph Chapters or Parts of Books</p> <p>+ 2 sole author +1 1<sup>st</sup> author +.5 multiple authors</p>	<p>Bonus Credit</p>				<ul style="list-style-type: none"> <li>• Copy of book/monograph chapter or parts of book</li> <li>• Copyright and title page of book</li> <li>• Evidence that chapter/parts of book have been reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>
<p>Books Edited</p> <p>+3 sole author +2 1<sup>st</sup> author + 1 multiple authors</p>	<p>Bonus Credit</p>				<ul style="list-style-type: none"> <li>• Copy of book</li> <li>• Evidence that book has been reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>
<p>Monograph Edited</p> <p>+2 sole author +1 1<sup>st</sup> author +.5 multiple authors</p>	<p>Bonus Credit</p>				<ul style="list-style-type: none"> <li>• Copy of monograph</li> <li>• Evidence that monograph is refereed (i.e., reviewed by at least two individuals)</li> <li>• Final acceptance letter for "in press"</li> </ul>
<p>Book Reviews/ Other Published Reviews</p> <p>+ .5 per review</p>	<p>Bonus Credit</p>				<ul style="list-style-type: none"> <li>• Copy of review</li> <li>• Final acceptance letter for "in press"</li> </ul>
<p>Articles published in non-refereed journals</p>	<p>No Credit</p>				
<p>Articles published in Refereed Conference Proceedings</p> <p>+ .25 per article</p>	<p>Bonus Credit</p>				<ul style="list-style-type: none"> <li>• Copy of article</li> <li>• Evidence that article is refereed (i.e., reviewed by at least two individuals)</li> <li>• Final acceptance letter for "in press"</li> </ul>
<p>Articles published in Non-refereed Conference Proceedings</p>	<p>No Credit</p>				
<p>Presentations at Professional Meetings-Refereed or Invited (required)</p> <p>X2</p>	<p>8 or more</p>	<p>6-7</p>	<p>3-5</p>	<p>&lt;3</p>	<p>Proof of attendance (e.g., airline tickets, or hotel receipt)</p>

Other Creative Accomplishments (e.g., prefaces, introductions, research reports to sponsor, translations, abstracts, creative accomplishments, etc.) + .25 per item	Bonus Credit	Copy of item
Manuscripts Submitted for publication	No Credit	Copy of letter of receipt from publisher
Research or Creative Awards and Recognition +1	Bonus Credit	Award letter

**SERVICE**

**Performance Indicators**

Service Components	Excellent 3	Commendable 2	Satisfactory 1	Unsatisfactory 0	Required Evidence
System  +.25 maximum	Bonus Credit				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
University  +.25 maximum	Bonus Credit				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
College ( <b>required</b> )  X1	Participation on 3 or more committees	Participation on 2 committees	Participation on 1 committee	No participation	Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
Department and Program committee ( <b>required</b> )  X1  MATCH SENIOR LECTURER LANGUAGE	Sustained participation on 3 or more committees or events (Comprehensive exams, doctoral colloquium presentation)	Participation on 2 committees	Participation on 1 committee	No participation	Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
Evidence of resident and/or outreach teaching and advising; ( <b>required here or in Service</b> )  X 1	Completed 30 or more events	Completed 25-29 events	Completed 20-24 events	Fewer than 20 events	1) Narrative Description, 2) Letter or certificate or agendas or programs 3) Recruitment Flyers

Professional and Learned Societies (local, state and national)  +.50	Required				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
<b>Service Components</b>	<b>Excellent</b> 3	<b>Commendable</b> 2	<b>Satisfactory</b> 1	<b>Unsatisfactory</b> 0	<b>Required Evidence</b>
Other Service (e.g., governmental agencies, reviewing grants, business/ industry, public/private organizations, outreach or other activities)  +.25	Bonus Credit				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
Service Awards and Recognition  +1	Bonus Credit				Award letter

#### ADDITIONAL REQUIREMENTS RELATED TO THE PROVISION OF EVIDENCE

##### For Promotion to Associate Professor in Residence

- Annual Evaluations
- Vita
- Internal Letters (two letters from department, and an additional letter from outside of the department)
- UNLV Promotion form as required (e.g. Digital Measures)

##### Associate Professor in Residence Satisfactory, Commendable, and Excellent Performance

Area	Point Ranges	Performance Category
Teaching	12 - 23	Satisfactory
	24 - 35	Commendable
	36 +	Excellent
Scholarship	12 - 23	Satisfactory
	24 - 35	Commendable
	36 +	Excellent
Service	2 - 3	Satisfactory
	4 - 5	Commendable
	6 +	Excellent

##### Departmental Interpretations Related to the Honest and Accurate Representation of Record

To receive support from the Department Faculty for Promotion and Tenure, candidates' representation of their records must be honest and accurate. It is to the candidates' benefit to err in the direction of providing more evidence rather than less evidence to substantiate their records.



## PROMOTION TO FULL PROFESSOR IN RESIDENCE

Candidates for promotion to Full Professor in Residence are required to demonstrate leadership and exemplary performance in the areas of teaching, scholarship, and service.

### TEACHING

**Continued Development of Teaching Effectiveness or, in the Case of Individuals with Non-Teaching Backgrounds, Promise of Excellence as a University Teacher**

Teaching Components	3	2	1	0	Required Evidence
Courses Taught Over Evaluation Period ( <b>required</b> )  X 5	The overall mean of all courses taught during the evaluation period is above 4.25 for the years under consideration	The overall mean of all courses taught during the evaluation period is between 3.75 and 4.24 for the years under consideration	The overall mean of all courses taught during the evaluation period is between 3.25 and 3.74 for the years under consideration	The overall mean of all courses taught during the evaluation period is < 3.24 for the years under consideration	<ul style="list-style-type: none"> <li>• Course Evaluations including narrative comments</li> <li>• Summary Table of course evaluations obtained throughout the evaluation period (see Regent's Form)</li> <li>• Syllabi for each course (not class) taught and if applicable multiple syllabi of the same course that reflect refinement, major revisions, or responsiveness to student feedback</li> </ul>
Teaching Awards/ Recognition +1	Bonus Credit				Award Letter
Teaching Grants or Grants for Creative Purposes, Projects, Commissions and Contracts as Grant team member (submissions or funded grants <b>required</b> here or in Research or combined)  X 1	Submitted at least 5	Submitted at least 4.	Submitted 3.	Submitted fewer than 3.	<ul style="list-style-type: none"> <li>• Notification letter</li> <li>• Final approved Budget Sheet from funding agency</li> <li>• Copy of grant abstract</li> </ul>
+5 (internal grant)  +2 (state or private grant)  +3 (federal grant)	Bonus Credit				
Membership on Graduate Degree Candidates' Committees (M.Ed., MS, Ed.S, Ed.D. as member, or graduate representative) ( <b>required</b> )  X 2	>45 Graduate Student Committees (as chair, member, or graduate representative).	30-44 Graduate Student Committees (as chair, member, or graduate representative).	29-16 Graduate Student Committees (as chair, member, or graduate representative).	Less than 16 Graduate Student Committees (as chair, member, or graduate representative).	<ul style="list-style-type: none"> <li>• Comprehensive exam lists from department</li> <li>• Department database print out</li> </ul>

Teaching Components	3	2	1	0	Required Evidence
Doctoral Dissertations Participated in as committee member with student graduating <b>(bonus)</b> X 1	More than 4 students	3 - 4 students	2 students	Less than 2 students	Copy of Signature Page
Evidence of resident and/or outreach teaching and advising; <b>(required here or in service)</b> X1	50 events	42-49	35-41	Less than 35	1) Narrative Description 2) Copy of program or agendas
Curriculum, program, or course development; <b>(required)</b> X2	Develop or major revision to 6 courses/curriculum changes	Develop or major revision to 5 courses	Develop or major revision to 4 courses	<4 courses/	Copy of new and old syllabi, program, or curriculum
Evidence of attending conferences, classes, seminars to develop teaching skills <b>(required)</b> X1	14 events	11-13 events	9-10 events	<9 events	Letter or certificate or agendas or programs

### SCHOLARSHIP

#### Continued Satisfactory Productivity in Creative or Research Activity, Resulting in Significant Contributions to the Discipline

Scholarship Components	3	2	1	0	Required Evidence
Refereed Journal Articles since last promotion <b>(required)</b> X10	6+ published or in press	4-5 published or in press	3 published or in press	<3 published or in press	<ul style="list-style-type: none"> <li>• Copy of article</li> <li>• Evidence that article is refereed i.e., reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> <li>• Acceptance rate of journals</li> </ul>
Data-based, sole author, or 1 <sup>st</sup> author of refereed journal or invited articles  +1 for each component (maximum of 2 bonus points per article)	Bonus Credit				
Books  + 5 sole author +3 1 <sup>st</sup> author +2 multiple	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of book</li> <li>• Evidence that book is reviewed by at least two individuals</li> <li>• Final acceptance letter</li> </ul>

authors					
Scholarship Components	3	2	1	0	Required Evidence
Monographs  +3 sole author +2 1 <sup>st</sup> author +1 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of monograph</li> <li>• Evidence that monograph is refereed i.e., reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>
Book / Monograph Chapters or Parts of Books  + 2 sole author +1 1 <sup>st</sup> author +5 multiple	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of book/monograph chapter or parts of book</li> <li>• Copyright and title page of book</li> <li>• Evidence that chapter/parts of book have been reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>
Books Edited  +3 sole author +2 1 <sup>st</sup> author + 1 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of book</li> <li>• Evidence that book has been reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>
Monographs Edited  +2 sole author +1 1 <sup>st</sup> author +5 multiple authors	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of monograph</li> <li>• Evidence that monograph is refereed (i.e., reviewed by at least two individuals)</li> <li>• Final acceptance letter for "in press"</li> </ul>
Book Reviews/ Other Published Reviews  +5 per review	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of review</li> <li>• Final acceptance letter for "in press"</li> </ul>
Articles published in non-refereed journals	No Credit				
Articles published in Refereed Conference Proceedings  + .25 per article	Bonus Credit				<ul style="list-style-type: none"> <li>• Copy of article</li> <li>• Evidence that article is refereed i.e., reviewed by at least two individuals</li> <li>• Final acceptance letter for "in press"</li> </ul>
Articles published in Non-refereed Conference Proceedings	No Credit				
Presentations at International or National Professional Meetings: Refereed or Invited (Required)  X2	11 or more	8-10	5-8	<5	Proof of attendance (e.g., airline tickets, or hotel receipt)
Scholarship Components	3	2	1	0	Required Evidence
Other Creative	Bonus Credit				Copy of item

Accomplishments (e.g., prefaces, introductions, translations, abstracts, creative accomplishments, etc.)  + .25 per item					
Manuscripts Submitted for publication (with copy of letter of receipt from publisher)	No Credit				Copy of letter of receipt from publisher
Research or Creative Awards and Recognition  +1		Bonus Credit			Award letter
Research Grants or Grants for Creative Purposes, Projects, Commissions, and Contracts (submissions or funded grants <b>required</b> here or in teaching or service)  X 1	Submitted at least 5 with 2 or more funded.	Submitted at least 5 with 1 funded.	Submitted 5.	Submitted fewer than 5.	<ul style="list-style-type: none"> <li>• Notification letter</li> <li>• Final approved Budget Sheet from funding agency</li> <li>• Copy of grant abstract</li> </ul>
+ .5 (internal grant)  +2 (state or private grant)  +3 (federal grant)	Bonus Credit				

### SERVICE

A Significant Record of Contributions to the Department, Locate and Statewide Community Through Participation in Various Administrative, Governance, and Planning Activities

Service Components	Excellent 3	Commendable 2	Satisfactory 1	Unsatisfactory 0	Required Evidence
System  +.25 maximum	Bonus Credit				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
University  +.25 maximum	Bonus Credit				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
College ( <b>required</b> )  X1	Participation on 5 or more committees	Participation on 4 committees	Participation on 3 committees	<3 committees	Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)

Department and Program committee (required)  X1	Sustained participation on 5 or more committees or events (Comprehensive exams, doctoral colloquium presentation)	Participation on 5 committees	Participation on 3 committee	< 3 committees	Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
Evidence of resident and/or outreach teaching and advising; (required here or in service)  X1	50 events	42-49	35-41	Less than 35	1) Narrative Description 2) Copy of program or agendas
Professional and Learned Societies (local, state and national)  +.50	Bonus Credit				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
Other Service (e.g., governmental agencies, reviewing grants, business/ industry, public/private organizations, outreach or other activities)  +.25	Bonus Credit				Paper evidence (e.g., letters, emails, meeting minutes, membership lists, work products)
Service Awards and Recognition  +1	Bonus Credit				Award letter

#### ADDITIONAL REQUIREMENTS RELATED TO THE PROVISION OF EVIDENCE

##### For Promotion to Associate Professor in Residence

- Annual Evaluations
- Vita
- Internal Letters (two letters from the department) and an External Letter (one from outside the university)
- UNLV Promotion form as required (e.g. Digital Measures)

##### Associate Professor in Residence Satisfactory, Commendable, and Excellent Performance

Area	Point Ranges	Performance Category
Teaching	12 - 23	Satisfactory
	24 - 35	Commendable
	36 +	Excellent
Scholarship	15 - 25	Satisfactory
	26 - 38	Commendable
	39 +	Excellent
Service	2 - 3	Satisfactory
	4 - 5	Commendable
	6 +	Excellent

##### Departmental Interpretations Related to the Honest and Accurate Representation of Record

To receive support from the Department Faculty for Promotion and Tenure, candidates' representation of their records must be honest and accurate. It is to the candidates' benefit to err in the direction of providing more evidence rather than less evidence to substantiate their records.

## **Appendix D**

### **NSHE Promotion and Tenure Format**

See College of Education Bylaws, Chapter 4, Section 2.6

