

**APPLICATION FOR THIRD-YEAR REVIEW AND**

**RECOMMENDATION FOR PROMOTION AND/OR TENURE**

**NEVADA SYSTEM OF HIGHER EDUCATION (NSHE)**

This application provides a summary, including an overview of professional growth, of the actual documents the candidate submits in the portfolio.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME:** |  | **TITLE:** |  |
| **STREET ADDRESS:** |  |
| **City:** |  | **State:** |  | **Zip Code:** |  |
| **ACADEMIC UNIT:** |  |
| **Present Rank (check one):** |  | **I** |  | **II** |  | **III** |
| **Level within RANK 1 (lecturers only):** |  | **Lecturer** |  | **SENIOR LECTURER** |
| **Date of PRESENT RANK/level:** |  |
|  |
| **application FOR: (check each item that applies)** |
|  | **THIRD-YEAR REVIEW (skip to Section I - Opening Statement)** |
|  |
|  | ***(tENURE-tRACK/tENURED only)* PROMOTION OR ASSIGNMENT IN RANK TO: (check one)** |  | **III** |  | **IV** |
|  |
|  | ***(lecturers only)* promotion or assignment in level: (Check one)** |  | **Senior** |  | **Distinguished** |
|  |
|  | **TENURE:** |
| **1. If already tenured, effective date of award:** |  |
| **2. If not tenured:** |
| **a. Start Date:** |  |
| **b. Years granted toward tenure or promotion, if any. include a copy of your offer letter documenting approval by the president at the time of hire for years toward the probationary period.** |  |

**Style Requirements** *(You may delete this section before submitting your final application)*

Applications received with other formatting will be returned for revision.

Font: Times New Roman, 12-point, regular font (not bold)

Spacing: Single spaced

Margins: 1 inch on all sides

Page number: Bottom centered

Header: Your name and indication of promotion and/or tenure or third-year review

**i. OPENING Statement (Limit to one page)**

1. **Personal Statement**

*Write a summary of your background to provide a capsule understanding of your qualifications. The following is a sample personal statement:*

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

1. **Degrees and Disciplines, Dates, and Institutions Where Awarded**

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

|  |  |
| --- | --- |
| **TERMINAL DEGREE FOR DISCIPLINE:** |  |

 ***List most recent degree first.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Discipline** | **Date** | **Institution Where Awarded** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Employment History**

 *Dates, institution, location, title, and whether you held a tenured position.*

 ***List most recent first.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates****(mm/yy – mm/yy)** | **institution** | **location (City/state)** | **position TITLE** | **TENURED****(y/N)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**ii. Summary of Teaching AND/or other professional duties (Limit to 10 pages)**

Summarize teaching and/or other professional duties, including a reflection on your professional growth. State your teaching philosophy and/or philosophy toward your other professional role and responsibilities, and discuss how your philosophy is aligned with both the NSC mission and your current teaching and/or professional practice. Examples may include, but are not limited to, the following (supporting documentation should be included in your portfolio):

* Required items:
	+ Instructional faculty:
		- A table of all courses taught, including prefix and course number, course title, type of course (e.g. lecture, lab, clinical), number of credits, and semester(s)/year(s) taught.
		- Brief description of the teaching and assessment strategies used.
		- Summary table of student course evaluations.
		- Student advising, including evidence of effectiveness.
		- Evidence of effective teaching performance, including a narrative summary of the following:
			* Curriculum, program, and/or course development.
			* Attendance at professional development conferences, classes, seminars, or programs that contribute to developing and enhancing pedagogy and/or curricular revisions.
			* Use of innovative classroom instruction.
	+ Faculty with other professional duties:
		- Evidence of effective performance of professional responsibilities, including a narrative of the following:
			* Program and/or service development.
			* Attendance at professional development conferences, classes, seminars, or programs that contribute to developing and enhancing professional accomplishments and/or unit, program, or service revisions.
			* Use of innovative methods or techniques relevant to professional duties.
			* Collaborative planning and implementation within and across units or programs.
* Summary of peer or other evaluations of courses or accomplishments.
* Summary table of annual evaluations.
* Awards and recognitions for teaching or other professional duties.

**iii. Summary of Scholarship Statement (Limit to three pages)**

Summarize or list scholarship relevant to your professional expertise, using the categories of scholarship recognized at NSC: Scholarship of Discovery and Creation and Scholarship of Dissemination; Lecturers applying for promotion may also include accomplishments in Growth & Development. To receive tenure, you must have a record of scholarship including accomplishments in the Scholarship of Discovery and Creation leading to peer-reviewed (or equivalent externally-reviewed) contributions in the Scholarship of Dissemination that are appropriate to your field, position, and requirements or expectations of any program-specific accrediting bodies. Scholarship examples may include, but are not limited to, the following (supporting documentation should be included in the portfolio, including copies of all publications):

* Academic, professional, and relevant public-oriented publications.
* Significant grant proposal you took primary responsibility for writing;
* Creative work (performances, poetry, drama, competitions) recognized by others in the field.
* Applied and/or theoretical research.
* Posters and papers presented at academic or relevant professional conferences.
* Refereeing/reviewing texts or papers in a relevant discipline.
* Refereeing/reviewing proposals for academic or professional organizations and conferences.
* Reviewing or editing textbooks or textbook chapters.
* Letters from respected professionals in your discipline commenting on your scholarship.
* Research activities with students.
* *(Lectures)* Professional development relevant to your position.

**iv. Summary of Service Statement (Limit to three pages)**

Summarize or list service that contributes significantly to the institution or profession. Service consists of professional activities other than teaching, other professional duties formally associated with your position, and scholarship. It may include one or more of the following activities: 1) professional or academic service, 2) campus service, and 3) public or community service that relies on your professional or disciplinary expertise. Examples of service include, but are not limited to, the following (supporting documentation should be included in the portfolio):

* Chairing or participating in committees and taskforces (e.g. NSHE, campus, academic unit, program, external organizations, governmental agencies, business and industry) that result in significant contributions to academia and/or the campus community.
* Developing and writing documents that contribute to community development and relations with NSC.
* Managing an institutional grant, service, or program.
* Active involvement in program or service development at the college and/or academic unit level.
* Participation or leadership in special projects, events, or activities held by the college and/or unit.
* Use of professional abilities to make a significant contribution toward the wellbeing of the larger community, including consulting.
* Delivering speeches and serving on community organizations, boards, or discussion panels.
* Constructively mentoring colleagues.
* Awards or other recognition by colleagues or campus partners for possessing professional integrity and making significant service achievements.
* Holding offices or membership in, or otherwise contributing to, national, regional, or local professional organizations.
* Organizing an academic or professional conference.