

**APPLICATION FOR THIRD-YEAR REVIEW AND**

**RECOMMENDATION FOR PROMOTION AND/OR TENURE**

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

*(You may delete this page before submitting your final application)*

This document provides an overview of elements that candidates should discuss as part of their application narrative as well as examples of documentation that the candidate should submit in their portfolio. Candidates should refer to the appropriate University and Unit-level policies for additional guidelines.

**University-level Policy:**

* [Promotion & Tenure Policy (AA 5.1)](https://nevadastate.edu/university-policies/aa-5-1-promotion-tenure-policy/) - Evaluation by Unit-Level & University-level committees
* [Promotion & Tenure Policy (AA 5.0 Legacy)](https://nevadastate.edu/university-policies/promotion-tenure-policy/) - Evaluation by External Evaluators & University-level committees

**Unit-level Policies:**

* [School of Education (AA 17.1)](https://nevadastate.edu/university-policies/school-of-education-promotion-tenure-and-review-expectations-aa-17-1/)
* [School of Nursing (AA 18.1)](https://nevadastate.edu/university-policies/school-of-nursing-promotion-tenure-and-annual-review-expectations-aa-18-1/)
* [School of Liberal Arts, Sciences, and Business (AA 14.1)](https://nevadastate.edu/university-policies/school-of-liberal-arts-sciences-and-business-promotion-tenure-and-review-expectations-aa-14-1/)
* [University Library (AA 16.1)](https://nevadastate.edu/university-policies/university-library-promotion-tenure-and-review-expectations-aa-16-1/)

**Formatting Requirements:** 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
* **Section Headers:** Use Word Styles to add Headings (Level 1, 2, or 3) to add subsections to your narrative and generate the Table of Contents

**Page Limits:**

* Personal Statement (Limit to one page)
* Summary of Teaching and/or Other Professional Duties (Limit to ten pages)
* Summary of Scholarship Statement (Limit to three pages)
* Summary of Service Statement (Limit to three pages)



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

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME:** |  | **TITLE:** |  |
| **STREET ADDRESS:** |  |
| **City:** |  | **State:** |  | **Zip Code:** |  |
| **ACADEMIC UNIT:** |  |
| **Present Rank (Mark 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.** |  |

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*To refresh the Table of Contents, select into the table and then hit the “Update Table” button.*

# Personal Statement

(Limit to one page)

*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 University since 2014 as an assistant professor of English. He came to NS 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 NS, he has published a book on Mark Twain, published five refereed journal articles, and made 10 professional presentations, and received NS’s 2020 Teaching Excellence Award.

# Summary of Teaching and/or Other Professional Duties

(Limit to ten 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 aligns with both the NS 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, number of credits, and semester/year taught
	+ Brief description of the teaching and assessment strategies used.
	+ 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.

# Summary of Scholarship Statement

(Limit to three pages)

Summarize or list scholarship relevant to your professional expertise, using the categories of scholarship recognized at Nevada State University:

* 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.
* *(Lecturers)* Professional development relevant to your position.

# 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 NS.
* Managing an institutional grant, service, or program.
* Active involvement in program or service development at the University and/or academic unit level.
* Participation or leadership in special projects, events, or activities held by the University 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.