



NEVADA STATE COLLEGE

POLICY
Issued: Fall 2009

Promotion and Tenure Policy

Approved:

[Signature]
Dr. Fred Maryanski, President

9/3/09
Date

[Signature]
Dr. Lesley Di Marco, Provost

8/27/09
Date

POLICY STATEMENT

The major objectives of tenure are to provide a faculty committed to excellence and to provide a substantial degree of security to those persons who have exhibited excellent abilities, sufficient to convince the Nevada community that their expected services and performances in the future justify the privileges afforded by tenure. (NSHE Code, Title 2, 7.1.2)

REASON FOR POLICY

Revisions to Promotion and Tenure Policy

ENTITIES AFFECTED BY THIS POLICY

- President
- Vice Presidents
- Provost
- Department Chairs/Deans
- Academic Faculty

WHO SHOULD READ THIS POLICY

- President
- Vice Presidents
- Provost
- Department Chairs/Deans
- Academic Faculty

REFERENCES FOR ADDITIONAL INFORMATION

- Board of Regents Handbook

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CONTACTS

Direct any general question about the Promotion and Tenure policy to your department's administrative office. If you have questions about specific issues, contact the following offices:

Question	Contact	Telephone	E-mail
Any question regarding this policy	Provost Lesley Di Mare	992-2060	Lesley_dimare@nsc.nevada.edu

NSC PROCEDURES FOR PROMOTION AND TENURE¹

Guiding Philosophy of Promotion and Tenure

Promotion and tenure decisions at Nevada State College shall be based on the procedures and criteria outlined in this document and explained in detail in the Nevada System of Higher Education (NSHE) Handbook (CODE), Chapter 7, Tenure for State College Faculty.

Conditions of Tenure

The major objectives of tenure are to provide a faculty committed to excellence and to provide a substantial degree of security to those persons who have exhibited excellent abilities, sufficient to convince the Nevada community that their expected services and performances in the future justify the privileges afforded by tenure. (NSHE Code, Title 2, Section 7.1.2)

Eligibility for Tenure at NSC

Full-time and part-time academic faculty in Assistant, Associate, and Full Professor positions at Nevada State College shall be eligible for tenure. Part-time academic faculty shall be equal to at least .5 FTE. Administrators may be included in this condition of eligibility, but only in the capacity of academic faculty. Full-time academic faculty in these institutions in Rank O or Rank I positions are not eligible for appointment with, nor shall have, tenure under any circumstances. (NSHE Code, Title 2, Sections 7.2.1, 7.2.2, 7.2.3)

At the expiration of a probationary period or at any time during a probationary period, academic faculty eligible for appointment with tenure may be recommended to the president for such appointment through regular personnel procedures. Recommendations for appointment with tenure shall be made by the president to the Board of Regents. The Board has final authority in making an appointment with tenure and such appointment shall not be granted to any member of the academic faculty without an affirmative majority vote of the Board of Regents at a meeting of the Board, a quorum being present. (NSHE Code Title 2, Sections 7.4.1)

Any faculty member may apply for promotion and tenure during his or her probation period. It is strongly recommended that faculty complete the third year review process, especially those who do not bring in years toward tenure at the time of hire.

Procedures for Third Year Review

All eligible untenured faculty in their third year at NSC must complete the third year review process. This review will be submitted to the Dean by August 15th following the 3rd academic year.

Process

There are six steps to the Third Year Review process.

1. The candidate will complete a comprehensive third year review.

¹ The P&T procedures described in this document apply to faculty hired after July 1, 2007. Faculty hired before July 1, 2007 may follow the P&T procedures described in this document or follow the criteria identified in the original P&T Guidelines document.

2. The candidate will complete his or her portfolio in an electronic format that includes four sections: application, teaching, scholarship, and service.
3. The Dean will review the application and meet with the faculty member to discuss his or her progress toward tenure. If the Dean deems the progress toward tenure is not satisfactory, the Dean may recommend remediation or recommend non-reappointment. When the likelihood of meeting tenure standards is negative, the candidate shall be notified in writing.
4. The Dean's recommendation must be in writing and given to the candidate.
5. The Dean submits third year review file and written recommendation to the Provost.
6. The Provost notifies faculty member in writing of progress being made toward promotion and tenure.

Documentation for Third Year Review

It is the responsibility of the individual faculty member to provide the Dean with all necessary documentation for evaluation no later than August 15. It is the responsibility of the individual faculty member to provide evidence of the extent and quality of performance in each of the areas of evaluation: teaching, scholarship, and service.

The documentation listed below shall be the sole documentation considered in this process. The application is to be completed electronically and submitted on a CD. It is necessary to establish bookmarks or a table of contents for the information included in all four sections. Contact the IT helpdesk for assistance with creating bookmarks. The faculty member's electronic third year review file should include the following sections:

1. Application for Promotion and Tenure
2. Curriculum Vitae
3. Annual evaluations
4. Numerical summary of student evaluations, in relation to the School mean for the discipline
5. Teaching evidence: Supporting documentation for teaching effectiveness (e.g., syllabi, course materials, all course evaluations, student artifacts, peer evaluations, evidence of effective teaching, and letters of support).
6. Scholarship evidence: Supporting documentation for scholarship effectiveness (e.g., publications, creative work, conference presentations, among others).
7. Service evidence: Supporting documentation for service effectiveness (e.g., involvement in community and professional activities, membership and/or leadership on committees, among others).

All files should be in PDF format. The application, instructions for completing the application, and guidelines for the third year review process may be downloaded from the NSC Faculty Senate website.

Annual and Third Year Reviews

Annual and third year reviews should be aligned with criteria established for promotion and tenure in this document and should reflect the overall progress toward attainment of these criteria. (NSHE CODE, Title 2, 5.12)

Timeline for Third Year Review

August 15th (after the candidate's 3rd academic year): A Third Year Review file is sent to the Dean.

The Dean will return the candidate's completed review within two calendar months of the date it was submitted.

Additional dates will be determined and announced annually by the Provost.

Probationary Period

The total probationary period for all academic faculty eligible for tenure shall not exceed seven years of uninterrupted full time employment in Ranks I-IV (NSHE CODE, Title 2, 7.3.1a, 7.3.1c, 7.3.1d, 7.3.2, 7.3.4). All full time tenure track faculty must apply for tenure no later than the beginning of their sixth academic year.

The procedures for promotion parallel the tenure procedure. Typically, promotion to associate professor and tenure decisions occurs simultaneously.

At the discretion of the Board of Regents, an academic faculty member may be exempt from the requirement of serving a probationary period and tenure shall be awarded on a case-by-case basis in negotiation with the President or the President's designee. (NSHE CODE, Title 2, Section 7.3.1[b1])

The President of the institution, without seeking Board of Regents' approval, may grant tenure upon hire to an academic faculty member who at the time of hire holds tenure at another institution. (NSHE CODE, Title 2, Section 7.3.1[b2]) Prior to making such an appointment, the President shall seek a recommendation from the appropriate faculty on whether appointment with tenure shall be made.

Upon request of the academic faculty member and the approval of the President, up to three years full-time employment at other accredited institutions of postsecondary education, including such institutions in the System, in positions equivalent to positions providing eligibility for appointment with tenure may be included in the probationary period. Such decisions must be made at the time of initial employment. (NSHE CODE, Title 2, Section 7.3.3)

Procedures for Promotion and Tenure

Statement of Interest

Applicants for promotion and tenure must file their statement of interest to the Dean no later than May 1 to initiate the P&T process. Upon receiving such requests, the Dean will formally acknowledge the request in writing and open a promotion file for the individual faculty member.

Documentation for Promotion and Tenure

It is the responsibility of the individual faculty member to provide the Dean with all necessary documentation for evaluation no later than August 15. This documentation includes evidence of the extent and quality of performance in each of the areas of evaluation: teaching, scholarship, and service. The documentation listed below shall be the sole documentation considered in this process.

The following documents should be submitted as a hard copy (paper format) to the Dean, and these documents should also be included in the electronic portfolio:

1. Application for Promotion and Tenure
2. Curriculum Vitae
3. Annual and third-year review evaluations
4. Numerical summary of student evaluations, in relation to the School mean for the discipline

The above documentation, as well as the remainder of the portfolio, are to be completed electronically and submitted on a CD. It is necessary to establish bookmarks or a table of contents for the information included in all sections of the CD. Contact the IT helpdesk for assistance with creating bookmarks.

5. Teaching: Supporting documentation for teaching effectiveness (e.g., syllabi, course materials, all course evaluations, student artifacts, peer evaluations, evidence of effective teaching, and letters of support). See section on Summary of Teaching below.
6. Scholarship: Supporting documentation for scholarship effectiveness (e.g., publications, creative work, conference presentations, among others). See section on Summary of Scholarship below.
7. Service: Supporting documentation for service effectiveness (e.g., involvement in community and professional activities, membership and/or leadership on committees, among others). See section on Summary of Service below.

All files should be in PDF format. The application, instructions for completing the application, and guidelines for the promotion and tenure process may be downloaded from the NSC Faculty Senate website.

PLEASE NOTE: Documents that are not part of the promotion and tenure review period, should NOT be included in the packet.

In addition to the information supplied by the candidate, the Dean will submit the following documents to the college Promotion and Tenure Committee:

8. Dean's letter
9. External reviewers' letters
10. External reviewers' Curriculum Vitae
11. Standards of Academe for the candidate's school

External Reviews (Not applicable to Third Year Review)

The Dean will compile a list of six external reviewers. The choice of external reviewers should be a collaborative process in which both the faculty member and Dean agree upon a list of people. Applicants should have a minimum of three external letters in their file. External reviewers should hold a higher professorial rank than the faculty member they are evaluating. Reviewers must be experts in the faculty member's area of teaching and should not be closely associated with the candidate for tenure and/or promotion. In certain cases, it may be desirable to solicit reviews from individuals who are not affiliated with an academic institution.

It is the Dean's responsibility to send letters to the external reviewers asking for full review of the candidate's file. A sample letter to external reviewers is provided for Deans at the end of this document. The reviewers will each receive the faculty member's electronic portfolio to review, as well as the NSC Promotion and Tenure Policy and the Standards of Academe for the candidate's school. Reviewers should be asked to comment on the applicant's teaching, scholarship, and service. Additionally, the Dean should ask each reviewer to submit a Curriculum Vitae.

The external peer review letters will become part of the candidate's application file and will be held in confidence. However, a candidate may, upon request, be provided access to such letters in redacted form after the review process is completed. Redaction is defined as the removal of identifying information (including name, title, institutional affiliation, and relationship to the candidate) contained either at the top of the letterhead or within and below the signature block of the letter of evaluation. The full text of the body of the letter would be provided to the candidate if so requested.

The Process

There are six steps to the promotion and tenure process:

1. The Dean reviews the applicant's P&T file in the areas of teaching, scholarship, and service and forwards a written recommendation along with the applicant's file, the external reviewers' letters and curriculum vitae, NSC Standards of Academe for the candidate's school, to the college P&T committee.
2. The college P&T committee will consist of tenured college faculty with equal distribution across Schools, not to exceed committee membership of two members per School. After a democratic faculty vote, Schools will forward the names of the representatives for the college P&T committee to the Provost by the end of each academic year. One faculty member per School will coordinate the voting process.
3. Members of the college P&T committee will select a Chair once the committee is constituted.

4. The college P&T committee then reviews the applicant's P&T file and forwards an individual letter for each candidate along with the P&T file to the Provost addressing the areas of teaching, scholarship, and service.
5. The Provost reviews the applicant's P&T file and forwards a written recommendation along with the file to the President.
6. Recommendations for appointment with tenure shall be made by the President to the Board of Regents. (NSHE CODE, Title 2, Sections 5.2.2, 7.4.1, 7.4.2) The faculty member will be notified by the President, in writing, of the final outcome.

Criteria for Promotion to Rank of Associate Professor

As outlined in this document and in the NSC Standards of Academe for the candidate's school, the sole criteria for promotion and tenure decisions shall be based upon teaching, scholarship, and service. **These criteria require a rating of "excellent" in the area of teaching as well as a minimum rating of "satisfactory" in the areas of scholarship and service to receive tenure.** The criteria below apply to promotion and tenure to associate professor rank. The standards for recommending appointment with tenure can be found in the NSHE CODE, Title 7. Section 4.2.

Teaching

The applicant must have a record of effectiveness as a teacher including, but not limited to, (1) demonstrated teaching competence and efficiency in a classroom, laboratory, and/or clinical setting, (2) the ability to communicate effectively with students, (3) demonstrated skill in handling classroom and other duties related to teaching, mentoring, and student advisement. (NSHE CODE, Title 2, Section 7.4.2)

Possible examples of criteria:

- Evidence of growth and competency in outcomes-based education and assessment.
- Evidence of developmental progress toward improving or enhancing teaching skills and/or abilities.
- Evidence of development or substantial redesign of a course or program.
- Evidence of teaching strategies that reflect student diversity.
- Evidence of systematic, timely and responsive feedback to students regarding their individual needs and abilities.
- Evidence of ability to apply theory to practice.
- Evidence of innovative teaching.
- Evidence of external funding through grants or contracts for teaching.

See additional examples of teaching criteria in the application guidelines.

Scholarship

The applicant must have a record of continuing professional growth in his or her discipline or program area as shown by a record of scholarship and/or creative activity, including, but not limited to, creation, application, synthesis, or transmission of knowledge; cross-disciplinary collaboration; acquiring and sustaining faculty expertise; and, in appropriate fields or disciplines, visual, performing, and literary arts that express original ideas, interpretations, imaginations, or thoughts. (NSHE CODE, Title 2, Section 7.4.2)

Possible examples of criteria:

- Evidence of presentations at local, regional, national, and/or international conferences.
- Evidence of professional development workshops on campus and in the community.
- Evidence of dissemination of knowledge through publications: articles in refereed and non-refereed journals, book chapters, books, books edited, articles in refereed conference proceedings, expository writing such as textbooks, translations.
- Evidence of external funding through grants or contracts for scholarship.

See additional examples of scholarship criteria in the application guidelines.

Service

The applicant must have a record of service activities, including, but not limited to: ability in advising students; membership and participation in professional organizations; ability to work with the faculty and students of the member institution in the best interests of the academic community and the people it serves; service on college or system committees; recognition among colleagues for possessing professional integrity and the capacity for further significant intellectual and professional achievement; and recognition and respect outside the system community for participation in activities that use the faculty member's knowledge and expertise or further the mission of the institution, or that provide an opportunity for professional growth through interaction with industry, business, government, and other institutions of our society, within the state, the nation or the world. (NSHE CODE, Title 2, Section 7.4.2)

Possible examples of criteria:

- Evidence of valuable participation in professional and/or community organizations related to the discipline.
- Evidence of productive or valuable service on unit, college, or system committees.
- Evidence of developing and writing critical documents that build, sustain, and/or enhance the college and/or community.
- Evidence of effective performance in advising responsibilities.
- Evidence of external funding through grants or contracts for service.

See additional examples of service criteria in the application guidelines.

Criteria for Promotion to Rank of Professor

The applicant must demonstrate evidence of continued effective performance in teaching, scholarship, and service that includes and exceeds criteria outlined for rank as an associate professor.

These criteria require a rating of “excellent” in the area of teaching as well as a “commendable” in either scholarship or service to receive promotion to professor rank.

Faculty members applying for promotion to full professor should refer to criteria in this document and in the NSC Standards of Academe for the candidate’s school.

Teaching

Possible examples of criteria:

- Evidence of sustained leadership in the school or college in faculty development and/or institutional assessment.
- Evidence of sustained, effective instructional practices for teaching diverse learners.
- Evidence of sustained external funding through grants or contracts for teaching.
- Evidence of sustained national presentations on effective teaching strategies.

Scholarship

Possible examples of criteria:

- Evidence of a sustained, national reputation in the scholarship of teaching or discovery.
- Evidence of sustained leadership in the design, redesign and assessment of NSC courses or programs.
- Evidence of sustained scholarship through publications: articles in refereed and non-refereed journals, book chapters, books, edited books, articles in refereed conference proceedings, expository writing such as textbooks, translations.
- Evidence of sustained leadership in developing programs, mentoring, and assessment procedures.
- Evidence of sustained external funding through grants or contracts for scholarship.

Service

Possible examples of criteria:

- Evidence of sustained leadership in professional and/or community organizations related to the discipline.
- Evidence of sustained participation in activities that have the potential to further the mission of the college within the NSHE, the larger higher education community, or the community at large.
- Evidence of sustained leadership on unit, college, or system committees.
- Evidence of sustained mentoring of faculty for leadership roles.
- Evidence of sustained effective performance in advising with a broader impact college-wide.
- Evidence of sustained external funding through grants or contracts for service.

Denial of Appointment for Promotion and/or Tenure

An eligible academic faculty member who has been denied appointment with tenure after being specifically considered for such appointment shall be entitled to reasons for, and the reconsideration of, such denial as provided in subsections 5.2.3, 5.2.4, and 7.4.5 of the NSHE CODE.

A faculty member who has been denied appointment with tenure or promotion, within 15 calendar days after notification of such denial or termination, may provide a written request to the department chair, supervisor, or Dean who rendered the negative decision asking for a statement in writing of the reasons for the denial or notice of termination. The response must be received by the faculty member within 15 calendar days after the appropriate administrator receives the written request for reasons. (NSHE CODE, Title 2, Section 5.2.3)

Reconsideration of Personnel Action Denying Appointment for Promotion or Tenure

Within 15 calendar days after receipt of the written reasons for denial of appointment with tenure or promotion, a faculty member may request reconsideration. The request shall be submitted in writing to the faculty member's department chair, supervisor, or Dean who rendered the negative decision together with the reasons, arguments and documentation supporting the request for reconsideration. (NSHE CODE, Title 2, Section 5.2.4)

Timeline for Promotion and Tenure

- May 1: Statement of interest is forwarded to Dean from the applicant

- August 15: P&T file is submitted to the Dean. Provost will post the current year's timeline for the Promotion and Tenure process.

- September 1: Dean will send applicant's materials and college guidelines to outside reviewers



NEVADA STATE COLLEGE

APPLICATION FOR THIRD YEAR REVIEW AND RECOMMENDATION FOR PROMOTION AND/OR TENURE NEVADA SYSTEM OF HIGHER EDUCATION (NSHE)

This application will be used for both Third Year Review and Promotion and Tenure. The purpose of the application is to provide a summary, including a summary of professional growth, of the actual documents the candidate submits in his or her portfolio.

READ THE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS DOCUMENT.

NAME:		TITLE:	
STREET ADDRESS:			
CITY:		STATE:	ZIP CODE:
SCHOOL:		DEPARTMENT:	
PRESENT RANK: (CHECK ONE)	<input type="checkbox"/>	II	<input type="checkbox"/>
		III	
		DATE OF PRESENT RANK:	

RECOMMENDATION FOR: (CHECK EACH ONE THAT APPLIES)

TO BE EFFECTIVE:

THIRD YEAR REVIEW

(IF YOU SELECT THIRD YEAR REVIEW, SKIP TO SECTION I. (OPENING STATEMENT))

PROMOTION OR ASSIGNMENT IN RANK TO: (CHECK ONE) III IV

TENURE:

1. IF ALREADY TENURED, EFFECTIVE DATE OF AWARD:

2. IF NOT TENURED, COMPLETE A. AND B. BELOW:

A. DATE HIRED:

B. YEARS GIVEN FOR PROBATION TOWARD TENURE, INCLUDING THE CURRENT ACADEMIC YEAR, (IF APPLICABLE). APPLICANTS MUST INCLUDE WRITTEN EVIDENCE OF APPROVAL BY THE PRESIDENT OF PRIOR YEARS OF SERVICE TOWARD THEIR PROBATIONARY PERIOD OFFERED AT THE TIME OF HIRE.

Please indicate the accepted terminal degree for your discipline. Identify the discipline in which each degree was awarded.

TERMINAL DEGREE FOR APPLICANT'S DISCIPLINE:

I. OPENING STATEMENT
TYPE RESPONSE HERE (LIMIT TO ONE PAGE)

II. SUMMARY OF TEACHING (A-G BELOW)

A. Teaching Philosophy Statement

TYPE RESPONSE HERE

B. Summary of Teaching Statement (Include professional reflection on growth in the area of teaching) TYPE RESPONSE HERE

C. Courses Taught

List course number, title, and semester(s)/year(s) taught for ALL courses. For each course indicate the type of course. That is, is the course a lecture format, laboratory, recitation section, seminar, etc.

PREFIX AND COURSE NUMBER	COURSE TITLE	TYPE OF COURSE (i.e. lecture, lab, seminar, etc.)	NUMBER OF CREDITS	SEMESTER(S)/ YEAR(S)

Provide a brief description of the teaching and assessment strategies used in the courses stated above.

TYPE RESPONSE HERE

D. Student, Peer, and Other Evaluations of Courses Taught

TYPE A SUMMATION OF YOUR COURSE-RELATED EVALUATIONS

E. Student Advising

TYPE RESPONSE HERE

F. Teaching Awards and Recognitions

G. Evidence of Effective Performance Relevant to Teaching

TYPE RESPONSE HERE

V. SUMMARY OF SCHOLARSHIP

A. List all scholarship contributions (Include professional reflection on growth in the area of scholarship)

VI. SUMMARY OF SERVICE

A. List all service contributions (Include professional reflection on growth in the area of service)

Mailing Address/Nevada Open Meeting Law

Please enter your complete mailing address.

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

The Nevada Open Meeting Law requires that notice be given to all individuals who may be discussed in a Board meeting; therefore, notice will be sent to all tenure applicants by certified mail prior to the Board of Regents Meeting in which tenure will be discussed. This notification is designed to inform the faculty member about the Regents' role in approving tenure and the impact of the Open Meeting Law on the Board's deliberations. Accordingly, you must acknowledge receipt of notice before your tenure request can be placed on the Board agenda for final approval.

Applications received other than in this formatting will be returned to candidate for modification.

Style Requirements: Font: Times New Roman, 12-point, Regular font (not bold)
Spacing: Single spaced
Margins: Left & Right—1”; Top & Bottom—1”
Page number: Upper right, starting with page 2
Header: Your name and indication of promotion and/or tenure or third year review
Printing: One side of a page only

The following information may be helpful in completing the application.

PRESENT RANK Give rank. Possible ranks include the following:
II (Asst. Professor, tenure track)
III (Assoc. Professor, tenure track)
IV (Professor, tenure track)

PRESENT TITLE Give full title as used in the School.

DATE OF PRESENT RANK Give month and year when rank was awarded.

PROMOTION OR ASSIGNMENT Give Rank and Title for promotion sought.

NUMBER OF YEARS GIVEN TOWARD TENURE WHEN HIRED Give number of years granted toward tenure upon hire by Department, including the current academic year.

I. OPENING STATEMENT Provide a one page summary of the faculty member’s background to provide a capsule understanding of the applicant’s qualifications. The following is a sample summary 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 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.

IV. SUMMARY OF TEACHING

A. TEACHING PHILOSOPHY STATEMENT

State teaching philosophy and discuss how the philosophy is aligned with both the NSC mission and your current teaching practice.

B. SUMMARY OF TEACHING STATEMENT

State summary of teaching. Include professional reflection on growth in the area of teaching.

C. COURSES TAUGHT

Using the matrix provided in the application, list course number, credits, title, and semester(s)/year(s) taught. For each course indicate the type of course. Non-credit courses may be included as appropriate. That is, is the course a lecture format, laboratory, seminar, etc. Also, provide a brief description of the teaching and assessment strategies used in the courses stated above.

D. STUDENT & PEER EVALUATIONS

Provide a summation of your course-related evaluations.

E. STUDENT ADVISING

Provide evidence of effective academic advising

F. TEACHING AWARDS AND RECOGNITIONS

Using the matrix in the application, list all teaching awards and recognitions.

G. EVIDENCE OF EFFECTIVE TEACHING PERFORMANCE

Provide evidence of effective teaching performance.

- Curriculum, program, 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.
- Collaborative planning and teaching within and across disciplines.

V. SUMMARY OF SCHOLARSHIP

Summarize or list scholarship that is relevant to the faculty member's professional expertise and contributes significantly to his or her profession.

Examples may include, but are not limited to, the following: (Supporting documentation should be included as appendices).

- Creative work (performances, poetry, drama, painting, competitions) recognized by others in the field.
- Applied and/or theoretical research.
- Refereeing of texts or papers in the discipline.
- Reviewer of proposals for professional organizations.
- Reviewer or editor of textbooks, textbook chapters.
- Letters from respected professionals in the candidate's discipline.

VI. SUMMARY OF SERVICE

Summarize or list service that is relevant to the faculty member's professional expertise and contributes significantly to his or her profession. Service consists of professional activities other than teaching and research and may include one or more of the following activities: 1) professional service, 2) academic service, and 3) public or community service.

Examples of service include, but are not limited to, the following (Supporting documentation should be included as appendices):

- Holding offices or membership in national, regional, or local professional organizations.
- Organizing an academic conference.
- Chairing or participating in committees (e.g., system, college, school, public, private organizations, governmental agencies, and business and industry) that result in significant contributions to academia.
- Contributes to developing and writing documents that contribute to community development and relations with NSC.
- Active involvement in program development at the college and/or School.
- Participation or leadership in special projects, events, or activities held by the college and/or school.
- Use of professional abilities to make a significant contribution toward the well-being of the larger community.
- Delivering speeches and serving on community organizations, boards, or discussion panels.
- Consulting.

The following represents a sample solicitation for an external review of the promotion and tenure application. Suitable adjustments should be made for letters that pertain to either promotion or tenure only.

Dear _____:

The Department of English in the College of Liberal Arts and Sciences at Nevada State College is in the process of evaluating Prof. Jane Smith for promotion and tenure. As part of our review process, we would like to invite you to provide an external review of her scholarly accomplishments since taking her current position. Prof. Smith is presently an Assistant Professor of English and has been with this department since 2002. A professional vita and other supporting materials are enclosed with this letter.

Your review should give an assessment of Dr. Smith's standing as a scholar in English and include an evaluation of the quality of her teaching contributions to this field. Comments concerning Dr. Smith's level of attainment in other areas of activity appropriate for a tenured faculty member, such as scholarship and service to the discipline, are also welcome if known to the respondent, but are not required. In your review, you should also indicate the nature of your relationship or past association, if any, to Prof. Smith.

All external peer review letters will become part of Professor Smith's tenure/promotion packet to be reviewed in accordance with our personnel procedures. This generally includes review by the departmental tenured faculty, a select group of college faculty appointed by the Dean, the College Promotion and Tenure Committee and relevant administrators at Nevada State College. To the extent we are permitted to do so by law, your letter will be held in confidence.

A candidate may, upon request and at certain stages of the promotion/tenure review process, be provided access to such letters in redacted form. Redaction is defined as the removal of identifying information (including name, title, institutional affiliation, and relationship to the candidate) contained either at the top of the letterhead or within and below the signature block of the letter of evaluation. The full text of the body of the letter would be provided to the candidate if so requested.

Our procedures stipulate that all responses to letters soliciting evaluation for promotion and tenure purposes must be included in the candidate's packet. If you are able to provide a review for us, I would appreciate receiving it by October 1 as our recommendations must be forwarded to the college by October 1. If you are unable to provide a review, please let me know as soon as possible.

Thank you in advance for providing assistance in this most important evaluation of Prof. Smith.