

**MIDTENURE GUIDELINES FOR DEPARTMENTS  
COLLEGE OF LIBERAL ARTS**

I. The midtenure review process is to be considered a full-dress rehearsal for the tenure decision. As such, the procedures used by departments should approximate as closely as possible those which will be applied at the time of the tenure determination. At a minimum this should mean that those who will participate in the tenure decision should also be involved in the midtenure review process; that the departmental procedures should be the same as for tenure review; and that the decision be based on the cumulative record of the candidate.

II. Schedule for midtenure review. In order to provide for a fair appraisal of the candidate's work and in order to give the candidate sufficient time to establish a sufficient record, the following schedule for midtenure review is adopted:

- A. For those entering with no years toward tenure, the midtenure evaluation will occur during their sixth semester at UNLV. Such review should occur no later than at least five (5) working days prior to June 30.
- B. For those entering with one year toward tenure, the midtenure evaluation will occur during their fourth semester at UNLV. Such review should occur no later than at least five (5) working days prior to June 30.
- C. For those entering with two years toward tenure, the midtenure evaluation will occur during their third semester at UNLV. Such review should occur no later than at least five (5) working days prior to December 15.
- D. For those entering with three years toward tenure, the midtenure evaluation will occur during their third Semester at UNLV. Such review should occur no later than five (5) working days prior to December 15.

III. Departments are generally free to adopt a midtenure review process which accords with their own needs. However, such processes must meet the following minimal guidelines:

- A. Departments may use their own forms. However, all candidates must complete the College of Liberal Arts Midtenure Review Form which will become a part of their personnel file.
- B. The department process must as closely as possible approximate that which is used for the actual tenure decision (see "I" above).
- C. After the process has been completed, the chair of the department shall forward to the Dean the completed College of Liberal Arts Midtenure Review Form and a memorandum outlining the following:
  - (1) the process used to reach this decision
  - (2) the number of eligible faculty and the number who actually participated in the decision along with a statement of criteria for faculty eligibility to participate;
  - (3) the results of the departmental vote allowing for "yes", "no", "abstain", and "not participating"; and
  - (4) a statement of the evaluation of the candidate and the conclusions of the midtenure review process in the department