
CHAPTER II

Departmental Administration

The Department of Criminal Justice is one of seven units which comprise The Greenspun College of Urban Affairs. Authorization for unit Bylaws are provided in Chapter 1. Section 4.4 of the UNLV Bylaws.

Section 1 Chair of the Department of Criminal Justice

- 1.1 **Election of the Chair:** Departmental faculty will provide nominations for the office of chair. Self-nominations are permitted. Nominations will be limited to tenured-

the faculty that might assist them in improving the quality of their teaching. The review is also *evaluative*, providing an assessment of a faculty member's teaching performance for the purpose of annual reports, merit applications, mid-tenure review, and promotion decisions. The Chair(s)-6 i9DC 6 i9DC hCpa

CHAPTER IV

Mid-Tenure, Tenure, and Promotion

Section 1 Mid-Tenure, Tenure and Promotion

- 1.1 **Establishment of Criteria for Mid-Tenure, Tenure, and Promotion:** Criteria for tenure and promotion are contained in the Department of Criminal Justice's *STATEMENT ON PROMOTION AND TENURE*. The Promotion and Tenure Committee will re8(he)r7 (d)-20i4Do)-6



1. Evidence of teaching performance (e.g., departmental peer review, **copies of exams**, student teaching evaluations) *and*
2. Evidence of scholarly research (e.g., copies of submitted or published articles, book chapters, books, grants, technical reports, etc.) *and*
3. Evidence of service to: (a) the department, college, and university; (b) the community (e.g., outreach, education, local program evaluation); and (c) the profession (e.g., panel organizer, manuscript reviewer, etc.).
4. The candidate may also wish to include any other materials for review that he/she believes documents their performance in one or more of the areas under evaluation.

1.2.2 **Consultation with Mid-Tenure Review Candidates:** After the review of mid-tenure materials, the Department Tenure and Promotion Committee will prepare and provide a preliminary evaluative report for the candidate. The candidate will have seven **business** days to review the report before meeting with the Committee for the purposes of discussion and consultation. During this meeting, the candidate will be given the opportunity to respond to specific evaluative conclusions contained in the report. The Committee may consider the candidate's responses during the preparation of the final report. A written rejoinder to the Committee's final report by the candidate may also be filed and would become a part of the candidate's permanent record.

1.2.3 **Preparation and Dissemination of the Final Evaluative Report:** A final evaluative report will be completed within seven **business** days after the Committee's consultation with the candidate. The Committee's ratings of the candidate's performance in the areas of teaching, research, and service will be included in the report. For areas not assessed as "Excellent," the report will also include suggested remedial actions to the candidate. The final report will be considered a part of the candidate's permanent record. Copies of the report will be forwarded to the Chair, **the Dean**, and the College Tenure and Promotion Committee.

1.2.4 **The Chair will complete his/her own evaluative report, copies of which will be provided to the candidate and forwarded to the Dean and the College Promotion and Tenure Committee.**

1.3 Promotion to Associate and Full Professor

1.3.1 **Submission of Materials for Promotion Decisions:** The specific guidelines for the submission of materials for promotion to Associate or Full Professor include those specified in **Chapter IV**, Section 1.2.1. of this document and the Greenspun College of Urban Affairs *Guidelines for Tenure, Promotion, and*

Merit. Applications for promotion and tenure must be also converted to pdf format and submitted in electronic format.

1.3.2 **Linkage of Promotion and Tenure:** Promotion and tenure recommendations will be linked if this decision occurs prior to the sixth year of the tenure probationary period. As per the UNS Code, a faculty member has the prerogative of applying for early tenure and promotion.

1.3.3 **External Referees:** All tenure and promotion candidates will have the productivity and quality of their professional activity reviewed by external referees. The department will solicit at least four letters from outside the university. At least two of external reviews must be from persons drawn from a list of names suggested by the candidate, and at least two will be from persons not suggested by the candidate.

1.3.4 **Additional Evaluative Criteria:** Promotion to Associate and Full ProfesonsPronn396 (g23o A)-

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