



Office of the Provost

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Recommend Timeline for Promotion and Tenure Reviews AY2022-2023

Candidates should check with their department head and/or dean's office for local rules (e.g., dates for transmission of P&T documents to department and college review committees) which are set at the discretion of the colleges and departments. Departments and colleges which adjust this timeline to meet department and college scheduling needs must communicate any changes to faculty in a timely manner. All units should use P&T Workflow and Digital Records Repository (Watermark Faculty Success, *previously Digital Measures*) to facilitate review and routing of Core Documents (ARP 9.35, Part 6, A). <https://profile.nmsu.edu>

Candidates notify department head/chair/director of intent to apply for tenure and/or promotion during subsequent fall semester.	March 2022
External reviewers are identified and secured; candidates and departments prepare and send material to external reviewers.	May-June 2022
External reviews are conducted, and departments receive reviewers' letters.	July-August 2022
Colleges confirm to Provost's Office, all candidates who will be reviewed in 2022-2023 via Spreadsheet-of-all-Candidates AY23 via separate SharePoint site.	September 2022
Department heads distribute evaluation materials to faculty; department heads confer with faculty regarding goals, promotion, and tenure; candidates complete and submit all materials for their review via the P&T Workflow module (see Pre AY 18/19: 9.20 B.1; Effective AY 18/19: 9.31.5 B)	September-October 2022
Department heads, chairs and directors complete and submit department level reviews and recommendations via the P&T Workflow module; Contract Status Change forms separately prepared (see Pre-AY 18/19: 9.20.2; Effective AY 18/19: 9.31.5); recommendations are shared with candidates.	October 2022
College/campus level P&T review committees complete and submit their reviews and recommendations via the P&T Workflow module; recommendations are shared with candidates	November 2022
Dean or comparable administrator informs faculty in writing of the recommendation of the College P&T Committee (Pre-AY 18/19: 9.25.9 F; Effective AY 18/19: 9.35.10 F and 9.35.5 A7, A8)	January 2023
Dean completes their review and recommendations via the P&T Workflow module; recommendations are shared with candidates; Contract Status Change forms separately updated	January-February 2023
Core documents are due in Provost Office via P&T Workflow module (Pre-AY 18/19: 9.25.9 F; Effective AY 18/19: 9.35.10 F) [first Monday in March]	March 2, 2023
Conferences between Provost and Deans or comparable administrators regarding promotion and tenure (Pre-AY 18/19: 9.25.9 G; Effective AY 18/19: 9.35.10 G)	March 2023
Provost's decision letters issued [target date]	May 3, 2023
Contract Status Change forms submitted to HRS; Salary Adjustment process initiated by Provost in collaboration with Human Resource Services, Payroll and Budget Office	May-June 2023
Faculty may verify any faculty appointment rank and status changes, and compensation rate changes, in the Banner Self-Serve portal.	July 2023