



## Office of the Provost

MSC 3445  
 New Mexico State University  
 P. O. Box 30001  
 Las Cruces, NM 88003-8001  
 575-646-2594, fax: 575-646-6334  
 provost@nmsu.edu

### Recommended Timeline for Promotion and Tenure Reviews AY2021-2022

Candidate 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 committees) which are set at the discretion of the colleges and departments. Departments and College which adjust this timeline to meet department and college scheduling needs must communicate any changes to faculty in a timely manner. All units except NMSU-Carlsbad should use P&T Workflow and Digital Records Repository [Digital Measures] to facilitate review and routing of Core Documents (ARP 9.35, Part 6, A.) <https://digitalmeasures.nmsu.edu/login/>

Candidates notify department head/chair/director of intent to apply for tenure and/or promotion during subsequent fall semester.	March 2021
External reviewers are identified and secured; candidates and departments prepare and send material to external reviewers.	May-June 2021
External reviews are conducted, and departments receive reviewers' letters.	July-August 2021
Colleges confirm to Provost's Office, all candidates who will be reviewed in 2021-2022 via Spreadsheet-of-all-Candidates AY22 via separate SharePoint site.	September 2021
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 2021
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 2021
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 2021
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 2022
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 2022
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 7, 2022
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 2022
Provost's decision letters issued [target date]	May 1, 2022
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 2022
Faculty may verify any faculty appointment rank and status changes, and compensation rate changes, in the Banner Self-Serve portal.	July 2022