



Office of the Executive Vice President and Provost

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December 19, 2018

To: All NMSU Faculty, Department Heads, and Deans

From: April Mason, Interim Provost [Signature]

Re: Policies and suggested timeline for performance evaluations plus promotion and tenure, 2018-2020

It is important that the Regents Policy Manual and the Administrative Rules and Procedures of New Mexico State University be carefully followed regarding performance evaluations, promotions, and tenure processes. Of particular relevance are the Administrative Rules and Procedures (ARP) sections below. By copy of this memo, I am asking that deans emphasize to department heads, and, in turn, department heads emphasize to new and returning faculty members, the importance of reviewing and following these policies and guidelines. The policy manual is online at http://manual.nmsu.edu/.

Table with 3 columns: Topic, ARP Section, all from Chapter 9, Pre-AY18/19, Effective AY 18/19. Rows include Performance Evaluation, Criteria for Promotion and Tenure, Faculty participation, committees, candidate documentation file, withdrawal rights, Tenure, University-wide procedures with suggested timeline, Contracts: Tenure and Tenure-track, Official dates used, probationary period, non-renewal, termination.

This memo also contains:

- **A timeline for this year and next for P&T (page 3).** The timeline on the following page indicates which dates are set by the ARP and which are recommendations based on ARP dates. Please note proposed dates for the 2019–2020 academic year.
- **A checklist for portfolio preparation (page 4).** Thank you for your adherence to this checklist. The consistent format greatly facilitated review. All items on the checklist are required to be in the promotion and tenure binder; any incomplete binders will be returned to the college without review.
- **The names of tenure-track faculty, including ones who will be coming up for their tenure review in fall of 2018.** Please let us know if your records indicate that any of these faculty are delaying their tenure application or applying early. Both of these are permitted but must be documented as described in 9.23, Part 6 Section B and C for those who are under the Pre-AY 18/19 and 9.35, Part 2, Section A and B for those under the Effective AY 18/19.

At all points in the tenure and promotion process, we need to strictly adhere to policy. This has been most problematic regarding communication. Across the NMSU system, candidates for promotion and tenure are to be informed of recommendations of all review committees and of the department head (or community college equivalent) and dean or community college president.

For actions that are unanimous in favor of the candidate, please forward only the candidate's core document. The documentation file is to be stored by the academic department or principal unit, and material not called for in the accompanying checklist should be kept in the documentation file. The documentation file for any decisions that are not unanimous should be sent with the core document to the Provost's Office for review.

And finally, you can download contract status forms at <https://provost.nmsu.edu/forms>. Any feedback you have on them should be directed to Melody Munson-McGee at [melodym@nmsu.edu](mailto:melodym@nmsu.edu) or at 646-2128.

### Evaluation, Promotion, and Tenure 2018–2020

Dates derived from the *Administrative Rules and Procedures of New Mexico State University* are indicated in bold. Other dates are suggestions and should be set as needed to meet department and college needs (Pre AY 18/19: 9.20 B7; Effective AY 18/19: 9.35.10). Additional intermediate deadlines in this process (e.g., transmission of P&T documents to department and college committees) are set at the discretion of the colleges and departments. Intermediate deadlines and changes to this timeline to meet department and college scheduling needs must be communicated to faculty in a timely manner.

	<b>2018-2019</b>	<b>Proposed 2019-2020</b>
Department heads distribute evaluation materials to faculty; department heads confer with faculty regarding goals, promotion, and tenure (Pre AY 18/19: 9.20 B.1; Effective AY 18/19: 9.31.5 B)	September 2018	September 2019
Recommendation from department heads to deans on promotion and continuous contract (Including Contract Status and Dossier Status Review form; Pre AY 18/19: 9.20.2; Effective AY 18/19: 9.31.5)	October 1, 2018	September 30, 2019
Completed evaluation forms returned by faculty to department heads. Evaluation of instruction for fall semester may be submitted after the end of the semester (Pre AY 18/19: 9.20 B.3; Effective AY 18/19: 9.31.5 D)	November 2, 2018	November 1, 2018
Completed evaluation forms submitted to deans by department heads (Pre AY 18/19: 9.20 B.4 (?); Effective AY 18/19: 9.31.5 D)	November 9, 2018	November 8, 2019
Deans inform faculty in writing of the recommendation of the College P&T Committee and the dean (Pre AY 18/19: 9.25.9 F; Effective AY 18/19: 9.35.10 F and 9.35.5 A7, A8)	January–February 13, 2019	January–February 7, 2019
P&T portfolios due in Provost Office (Pre AY 18/19: 9.25.9 F; Effective AY 18/19: 9.35.10 F)	February 18, 2019	February 17, 2020
Department head meets with faculty members regarding the performance evaluation, including progress toward promotion and tenure, strengths, and weaknesses (Pre AY 18/19: 9.25.9 A; Effective Ay 18/19: 9.35.10 A)	February 2019	February 2020
<b>Conferences between Provost and Deans regarding promotion and tenure (Pre AY 18/19: 9.25.9 G; Effective AY 18/19: 9.35.10 G)</b>	<b>March 2019</b>	<b>March 2020</b>
Salary process begins in collaboration with Human Resource Services and the Budget Office	April 2019	April 2020

**Promotion and Tenure Portfolio Checklist  
of Required Contents for the Core Document  
May 2015**

Per NMSU Rule 9.25 Part 5 (Pre-AY 18/19) or Rule 9.35 Part 6 (Effective AY 18/19), the following items are required for all promotion and tenure portfolios. To facilitate review, please place all items in the portfolio in the order below. This list is adapted from NMSU Rule 9.25 Part 5 (Pre-AY 18/19) or Rule 9.35 Part 6 (Effective AY 18/19).

- Tab A. Routing form developed by the college or community college with spaces for required signatures
- Tab B. A cover sheet indicating the candidate's name, current rank, department, and college or community college
- Tab C. Written documentation generated during the promotion and tenure process (see below for additional information)
  - Contract Status and Dossier Review form, including vote tallies for department and college promotion and tenure committees (Pre-AY 18/19: 9.25 5.C; Effective AY 18/19: 9.35 6.A.3), plus signature of department head and dean.
  - All promotion and tenure committee evaluations, including:
    - Department committee recommendation (Pre-AY 18/19: 9.25 3.C.7; Effective AY 18/19: 9.35 5.C.7)
    - College committee recommendations (Pre-AY 18/19: 9.25 3.D.7; Effective AY 18/19: 9.35 5.D.6)
    - Community college committee or committees (Pre-AY 18/19: 9.25 Part 3; Effective AY 18/19: 9.35 Part 5)
  - Written recommendation from:
    - Department head (Pre-AY 18/19: 9.25 3.B.10; Effective AY 18/19: 9.35 5.B.11) or program director or division head (Pre-AY 18/19: 9.23.8 A2; Effective AY 18/19: 9.32.7)
    - Dean or Community College President (Pre-AY 18/19: 9.25 3.E.6; Effective AY 18/19: 9.35 5.E.6)
  - As needed: documentation of credit for prior service (Pre-AY 18/19: 9.23 6.A; Effective AY 18/19: 9.35 2.A) or extension (Pre-AY 18/19: 9.23 6.B; Effective AY 18/19: 9.35 2.B) or reduction (Pre-AY 18/19: 9.23 6.C; Effective AY 18/19: 9.35 2.C) of probationary period (required if credit for prior service or extension or reduction of probationary period was requested).
  - Documentation of additional portfolio reviews (Pre-AY 18/19: 9.25.3 B8, C8, D7; Effective AY 18/19: 9.35.5 B8, C8, D7).
- Tab D. A table of contents
- Tab E. Candidate's executive summary
- Tab F. A curriculum vitae
- Tab G. Annual performance evaluations for the period under review (Pre-AY 18/19: 9.25 5.G; Effective AY 18/19: 9.35 6.A.7) for additional information)
- Tab H. The most recent conflict of interest form
- Tab I. Principal units' mission statements
- Tab J. External reviews

**Additional items**

- Each college and campus needs to forward all applicable guidelines for promotion and tenure to the Provost's Offices.