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

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.

Adopted: ARP 9.25, Part 5 - 07/15/2008; ARP 9.35, Part 6 - 08/13/2018