**UNM OFFICE OF ACADEMIC AFFAIRS**

# Academic Year 2021-22

# P&TGuidelines - Revised

Dossier submittal and review

for
Retention, Promotion and Tenure, and Promotion Decisions

## Table of Contents

# Scope

These guidelines apply to:
- probationary faculty undergoing mid-probationary retention review
- probationary faculty seeking tenure and promotion in rank
- tenured faculty seeking promotion in rank to Full Professor
- lecturers seeking promotion to senior or principal lecturer

# COVID-19 Impact Guidelines

(https://ofas.unm.edu/assets/docs/2.10.2021.covid_impact_annual-review-impact.final.pdf)

# Candidate Guidelines

Candidates for retention, tenure and promotion, and promotion bear the primary responsibility for assembling the review materials and are obligated to put forward a complete dossier of their work for review. The Faculty Handbook states: "The dossier is a collection of documents that summarize and evaluate a faculty member's accomplishments in teaching, scholarly work, and service and contain evidence of personal and professional effectiveness. … The faculty member shall provide the following elements:

- statement by the faculty member of professional goals and progress toward achieving them;

- complete and current curriculum vitae (CV); and

- systematic collection of professional materials documenting the faculty member's achievements in the evaluation categories of teaching; scholarly work; and service."  FHB B4.5.1(a)

Many academic units require various forms of supplemental materials. The section below on *RPT Organizational Requirements* lists current expectations with respect to material to be submitted.

Candidates should include for review all items listed on a CV that are not yet published. For example, rough drafts listed as 'in progress' should be provided, or else not listed.  Items still in the outline or rough concept stage may best be addressed in the research statement rather than appearing on the CV.

Candidates are required to participate in all review processes leading up to retention, promotion and tenure, and promotion decisions. These will include, at minimum, timely and full provision of dossier materials and communication with faculty administrators to ensure that annual reviews, peer teaching reviews, and external reviews of scholarly and creative work are included and made readily available to all UNM reviewers.

Probationary faculty can confirm the status of their tenure clock via the Employee tab in LoboWeb, in the Pay Information → 'Faculty Contract Summary' section (http://my.unm.edu).

# Internal Reviewer Guidelines

Departments and colleges are required to adhere to these principles during the review process:

- Department- and college-level review committees are to be comprised of faculty *at or above* the rank under consideration (e.g., tenure and promotion to associate professor committees are to include associate professors and/or professors; promotion to professor committees are to be made up of full professors). If necessary, reviewers may be recruited from cognate departments.

- Department Chairs and Deans must ensure review committee members do not participate in the review process for candidates with whom they have a conflict of interest. For example, a candidate's spouse, domestic partner, or supervisee may not participate in the review process. However, the occurrence of a dispute or disagreement between a senior and probationary faculty member does not necessarily present a conflict of interest; if there is any question about conflicts of interest, consult with the Senior Vice Provost in advance of finalizing the composition of the department or college review committee. Similarly, in cases where an associate professor is serving as department chair and seeks promotion to professor, a professor from the department or, if necessary, outside the department is to be appointed to chair and administer the review process. *Note*: This should be rare because the practice of appointing associate professors to serve as chairs is strongly discouraged.

- Each tenure and promotion committee member is allowed only one advisory vote for a particular candidate. In other words, a committee member cannot submit an advisory vote for the same candidate as a department faculty member or chair, and again as a college-level or university-level committee member.

Faculty reviewers should also be guided by these UNM Faculty Handbook policies:

- "The department chair, in consultation with at least the tenured members of the department, conducts a formal review of the faculty member's achievements in teaching, scholarly work, service, and personal characteristics. FHB B4.3.1(a)

- Tenure and promotion reviews "shall take account of the annual reviews of the faculty member." FHB B4.3.1(a)

- While voting is contemplated, "tenured members of the department are [also] expected to submit written evaluations of the candidate and indicate either a positive or negative mid-probationary, tenure, and/or promotion recommendation."  FHB B4.3.1(a)

- If it is the department's practice or policy, "untenured faculty may participate in reviews. The chair's report shall distinguish between the evaluations and votes of the tenured faculty, on one hand, and those of the untenured faculty, on the other. Untenured faculty members may decline to participate in the review without penalty." FHB B4.4.2 Academic Affairs interprets this statement as applying to the potential for probationary faculty to vote, but not to serve on review committees, if used.

- Faculty who are on sabbatical leave or absent from campus on other forms of leave shall be informed by the chair of upcoming reviews with sufficient time to participate, if they choose. FHB B4.4.3

- "The chair shall discuss the review and recommendation with the faculty member.… The faculty member shall be advised in writing whether the recommendation is positive or negative." FHB B4.3.1(c).

    - A full professor must write the chair's promotion letter for a department chair who is a candidate for promotion to full professor.

- "If the recommendation is negative, a copy of the chair's report, the internal peer reviews and external letters (all redacted as necessary to preserve confidentiality), if requested by the candidate, shall be furnished to the candidate." FHB B4.3.1(c).

- It is of the utmost importance that department and college committee members respect the mandate to keep the entire review process, including all materials and deliberations, completely confidential. Any committee member who fails to do so can be subject to disciplinary action for violating Faculty Handbook policies.

# External Reviewer Guidelines

- Written evaluations from experts in the field, both on campus and at other institutions, **may** be used at the discretion of the department for the mid-probationary review, and **must** form part of the dossier for both the tenure review and the review for promotion to the senior ranks. FHB B1.2.2(c) Each department will have its own process for selecting external reviewers. However, FHB B4.5.2 states, "The candidate shall suggest potential reviewers to the chair. The chair, in consultation with tenured faculty, shall identify additional reviewers." The department chair then invites external reviewers, typically striving for half from each list.

- Faculty candidates or department chairs must not solicit external reviews from individuals who have conflicts of interest with the candidate (i.e., dissertation advisors, co-authors, collaborators on sponsored research, former students, etc.).

- The chair shall select "reputable scholars, researchers, or creative artists and critics who can evaluate the candidate's contributions to scholarship, research, or creative work." FHB B4.5.2.

- The *majority* of external reviewers must be affiliated with R1 academic institutions.

- External reviewers must receive written instructions on UNM's standards for retention, promotion and tenure, as appropriate, in addition to the candidate's curriculum vitae and works to be reviewed. All external reviewers shall be advised that UNM will keep the reviewer's identity confidential, to the extent permitted by law. FHB B4.5.2

  - At the department's discretion, external reviewers may receive the aforementioned documents via SharePoint or OneDrive. At this time, rpt.unm.edu is not configured to sharing of documents or sections of the dossier with external reviewers.

- The external review letters must be added to the dossier by the department. FHB B4.5.2

- A table titled, *External Reviewers 2021-22 Academic Year*, added to the dossier by the department, is necessary. The table, in the appendix, will include the reviewers' names, title/ faculty rank, department/affiliation, institution and Carnegie Research Classification – Doctoral Universities, reviewer recommended by faculty candidate, department chair, senior faculty member, brief rationale for recommendation, and response to invitation.

# Standards for Retention at the Mid-Probationary Review

In their recommendations, tenured faculty reviewers, chairs and deans should state how the candidate meets, or does not meet, the following standards:

To receive a second probationary period, "there should be demonstration of, or at least clear progress toward, the competence or effectiveness in all four evaluation categories expectedof tenured faculty [teaching, scholarly work, service and personal characteristics], as well as promise of excellence in either teaching or scholarly work." FHB B4.6.1(c)

"If the University concludes that insufficient progress towards tenure has been made and that deficiencies are unlikely to be corrected in the time remaining before the tenure decision, thena negative mid-probationary decision is both appropriate and necessary." FHB B4.6.1(c)

# Standards for Tenure and Promotion to Associate Professor

To earn tenure and promotion, "faculty are required to be effective in four areas: teaching, scholarly work, service, and personal characteristics. Excellence in either teaching or scholarly work constitutes the chief basis for tenure and promotion." FHB B1.2(b).

The Faculty Handbook provides requirements as to what evidence reviewers of tenure candidates shall consider:

- "Evidence to be evaluated for teaching … must include student course evaluations, descriptions of courses taught and developed by the faculty member, and written reports of peer observations of teaching." FHB B1.2.1(c) *Note the requirement that written reports of peer observations **must** be included.*

- The candidate's dossier will include a teaching summary table (see the appendix) listing, for each course taught, the academic year, semester, course number, course title, undergraduate and graduate student enrollment, 21-day enrollment, return rate (for EvaluationKit course evaluations) and mean Q1, Q2, Q3 EvaluationKit data.

    - The teaching summary table will be added to the dossier by the candidate.

- "Evidence of scholarship or creative work is determined by the candidate's publications, exhibits, performances, or media productions and may be supplemented by evidence of integration of the candidate's scholarly work and teaching." Written evaluations from external reviewers may be considered for the mid-probationary review, and must be considered for both the tenure review and the review for promotion to the senior ranks. F H B B1.2.2(c)

The Faculty Handbook does not provide guidance as to how "***excellent performance,***" in teaching or scholarly work is determined. Departments and programs must adopt policies, specific to the academic discipline, to guide candidates and reviewers in making this assessment. The Faculty Handbook does, however, provide guidance as to how "***effective performance,***" in teaching or scholarly work may be assessed in FHB B1.2.1 and B1.2.2.

Local departmental policies, specific to the discipline, should be in place to guide candidates and reviewers in making an assessment of what constitutes effective vs. excellent teaching and scholarly work in their disciplines. A collection of current standards is available on the [Office of Faculty Affairs and Services](#) (OFAS) website. Any local policy updates are to be sent to OFAS at [faculty@unm.edu](#).

To be promoted to the rank of associate professor, faculty shall have acquired significant experience beyond the terminal degree and "shall have demonstrated competence as teachers and have shown a conscientious interest in improving their teaching. They shall have demonstrated a basic general understanding of a substantial part of their discipline and have an established reputation within and outside the University in their fields of scholarly work. This implies scholarly work after the terminal degree sufficient to indicate continuing interest and growth in the candidate's professional field." FHB B2.2.2(a)

> "Appointment at, or promotion to, the rank of associate professor represents a judgment on the part of the department, college, and University that the individual has made and will continue to make sound contributions to teaching, scholarly work, and service. The appointment should be made only after careful investigation of the candidate's accomplishments and promise in teaching, scholarly work, and leadership." FHB B2.2.2(b)

Faculty review committee members, department chairs, and deans are to state in their recommendations how candidates meet, or do not meet, these standards.

*At a minimum, faculty review committee members, department chairs, and deans should clearly state and explain:*

- *Whether the candidate's teaching performance is Excellent, Effective, or Needs Improvement.*
- *Whether the candidate's scholarly work is Excellent, Effective, or Needs Improvement.*

## Standards for Promotion to Full Professor

In their recommendations, faculty review committee members, chairs, and deans should state how the candidate meets, or does not meet, the following standards:

- "Individuals who have attained high standards in teaching and who have made significant contributions to their disciplines may be considered for this faculty rank. They shall also have developed expertise and interest in the general problems of university education and their social implications, and have shown the ability to make constructive judgments and decisions. It is expected that the professor will continue to develop and mature with regard to teaching, scholarly work, and the other qualities that contributed to earlier appointments." FHB B2.2.3(a)

- "Appointment or promotion to professor represents a judgment on the part of the department, college/school, and University that the individual has made significant, nationally recognized scholarly or creative contributions to their field and an expectation that the individual will continue to do so." FHB B2.2.3(a)

- "Professors are the most enduring group of faculty, and it is they who give leadership and set the tone for the entire University. Thus, appointment or promotion should be made only after careful investigation." FHB B2.2.3(a)

- "Qualifications for promotion to the rank of professor include attainment of high standards in teaching, scholarly work, and service to the University or profession. Promotion indicates that the faculty member is of comparable stature with others in their field at the same rank in comparable universities. Service in a given rank for any number of years is not, in itself, a sufficient reason for promotion to professor." FHB B4.8.3(a)

It should be understood from the above references to 'national recognition in the field,' and qualities that contributed to earlier appointments,' that candidates for promotion to professor must show evidence that their teaching or scholarly work continues to rise to the level of excellence originally required for tenure.

# Standards for Lecturer Promotion

In their recommendations, faculty review committee members, chairs, and deans should state how the candidates meet, or do not meet, the following standards:

## Senior Lecturer

- To be promoted to the rank of senior lecturer, candidates should "have demonstrated professional excellence and shown a conscientious interest in improving their professional skills." FHB C190, Section A2(a)

   Promotion to "the rank of Senior Lecturer represents a judgment on the part of the department, school/college, and University that the individual has made and will continue to make sound contributions in their professional areas." The review should include an evaluation "of the candidate's professional and leadership accomplishments and promise." FHB C190, Section A2(b

# **Principal Lecturer**

- To be promoted to the rank of principal lecturer, candidates should "have sustained consistently high standards in their professional contributions, consistently demonstrated their wider service to the University community and its mission, and shown a conscientious interest in improving their professional skills. It is expected that principal lecturers will continue to develop and mature with regard to their professional activities and leadership within the University." FHB C190, Section A3(a)

- Promotion to "the rank of principal lecturer represents a judgment on the part of the department, school/college, and University that the individual has attained and will continue to sustain an overall profile of professional excellence and engagement in the wider profession." The review should include an evaluation "of the candidate's professional and leadership accomplishments and promise." FHB C190, Section A3(b)

# **Branch Campus Faculty**

The standards for promotion and tenure are modified for branch campus faculty members. For evaluation of faculty for retention and/or promotion, branch campus units will use the 'categories' described in Faculty Handbook Section B1.2. The branch campus will "utilize consistent implementation and evaluation policies and procedures." FHB F90.B, and FHB F90.C.

"Branch faculty review, or departmental/divisional review when appropriate, shall mirror Faculty Handbook Section B4." FHB F90.E.

# Frequently Asked Questions

### *What is the difference between reviewers, recommenders, and decision-makers?*

As described in the Faculty Handbook, three individuals have the responsibility of making a recommendation: Chair, Dean and Senior Vice Provost.  FHB B4.3.1, 4.3.2, and 4.3.3.  Only one individual – the Provost – has the responsibility for making the decision. FHB B4.3.4

At each stage of review, recommenders are strongly encouraged to seek input and advice of relevant faculty members. This typically occurs through use of committees and/or faculty votes of at least the senior faculty members in the department. FHB B4.4.5 For branch campus faculty, branch campus chancellors also make recommendations. FHB F90

### *Should faculty review committee members have access to the candidate's annual performance reviews?*

Department faculty review committee members need to know what department chairs told candidates at earlier annual or mid probationary reviews, in order to know whether the candidate had a clear picture of expectations for and progress toward tenure.

FHB C70, Section 3.2 clearly states that access to a candidate's personnel record is anticipated for anyone who has an official role in the evaluation for tenure status and rank. A candidate's personnel record should contain the annual reviews, so reviewer access is implied. However, Section B4 of the Faculty Handbook provides for some leeway in this regard. One section states that the chair should summarize for voting faculty what was contained in previous annual reviews, while another section states that annual reviews must be taken into account in a department's review of a candidate. The Provost's Office has recommended that each department adopt a clear, consistent, and transparent policy regarding whether the department will utilize chairs' summaries or will provide departmental reviewers with direct access to annual performance reviews.

In 2015, the Committee on Academic Freedom and Tenure (AF&T) issued a clarifying opinion to department chairs, deans, the Provost, and the HSC Vice Chancellor regarding the use of annual reviews in retention, promotion and tenure reviews of candidates at the department level. The committee stated it "*agrees with the standard recommendation issued by the Office of the Provost that each department should follow the established procedures for including the annual review documents in a faculty member's dossier, until such time as those procedures are discussed and*

*changed by a vote of the department's faculty. Once approved by the department's faculty, these new procedures must not be applied to faculty hired before said change, except at the request of the faculty member under review."*

To summarize, Academic Affairs strongly encourages the inclusion of annual performance reviews in the department-level committee member's assessment of a candidate's dossier.

## *Can new material be added to a dossier after a deadline?*

Departments and programs should review candidates at each rank according to consistent timetables. FHB B4.5.4. However, candidates may add material to their dossiers throughout the review process, and at each level of review. New material will be available only to reviewers assessing the files at the time it was added and thereafter. In other words, new material is not cause for previous reviewers to revisit their earlier votes or recommendations.

The Faculty Handbook also states, "if any substantive material is introduced at a higher administrative review, the candidate, chair and dean (if appropriate) shall be furnished copies. If necessary to preserve confidentiality, material provided to the candidate shall be redacted and the candidate shall have 5 working days to submit written comments if desired." FHB B4.5.2

## *Are letters of support accepted?*

Colleagues from other departments, from other universities, and sometimes members of the public often wish to write letters of support or otherwise lobby for particular outcomes. Letters of support, not obtained as part of a department or college's regular review process, will not be added to a dossier *after the dossier is submitted by the candidate* as they are outside of the scope of the procedure and policy allowing for additional material to be added. FHB B4.5.4.

## *What if there are procedural concerns?*

Occasionally, concerns arise about whether a candidate received due process during the management of the probationary period or during the review process itself.

Faculty review committee members should focus on ascertaining whether a candidate's body of work meets the standards required for retention, promotion and tenure. They should not consider potential procedural concerns as they assess a candidate's teaching and scholarly work. Faculty review committee members may note potential procedural concerns, but addressing procedural problems are in the domain of department chairs, deans, and the provost.

## *What about rebuttals and appeals of negative recommendations or decisions?*

Candidate, faculty and administrator rights and responsibilities when negative recommendations occur are described below.

- *Notice.* Department chairs must provide the negative recommendation to the candidate, and discuss the recommendation with the candidate.

- *Rebuttal.* Candidates have the right to rebut a negative recommendation. In order to prepare a rebuttal, a candidate may request a copy of all supporting materials in the dossier. All material in the file must be redacted, prior to delivery, to assure confidentiality. Any new materials or written statements added by the candidate in response to a negative recommendation become available to reviewers at the next level; rebuttal material is not cause for previous reviewers to revisit earlier votes or recommendations. Note: The FHB does not explicitly state that rebuttals are available at every level of review, but it is inferred from B4.3.6 that candidates are able "to present his/her views to the next level of review before the next recommendation."

- *Appeals.* A dean is normally expected to follow a chair's recommendation, so a chair may appeal a dean's recommendation, if it is contrary. The appeal is made to the Senior Vice Provost. FHB B4.3.2. A candidate may also appeal a Provost's negative final decision to the Academic Freedom and Tenure Committee at the conclusion of the process. FHB B4.3.7

  - FHB F90 currently states that branch faculty have an 'appeal' available at each level of review. This is inconsistent with the language in FHB B4 and is inconsistent with the definition of an appeal—there must be a final decision to appeal—and branch level reviewers issue recommendations not decisions. Therefore, the language in F90 should be read as accomplishing the same outcome as FHB B4.3.6 with respect to rebuttals and appeals.

- *Reconsideration.* A candidate may request reconsideration, of a negative decision, to the Provost. FHB B4.3.6

## *Can candidates request copies of a file following positive recommendations?*

From time-to-time, candidates request copies of their file even though the recommendations were positive. Such requests impose an undue burden of redaction on staff and faculty administrators. Between 100 – 150 retention, promotion and tenure files are typically reviewed each year, files that often contain 500 pages or more of documents.  Further, despite redaction, reading internal reviews

could lead candidates to infer – rightly or wrongly – how their colleagues may have voted. Such behaviors are counterproductive to supporting collegial working environments.

- ***Redaction.*** In order to provide rigorous and fair review, reviewers expect that their opinions shall also be kept confidential from the candidate. Redaction must be sufficient to protect the identity of all internal and external reviewers. This means that any information, not just names, that may reveal the identity of the author must be redacted. If it does not appear feasible to protect the identity of the author through redaction, the document may be accurately summarized in writing for the faculty member instead. If the author of an evaluation submits a written waiver of confidentiality, the evaluation may be reviewed or copied by the faculty member without redaction. FHB C70, Section 2.2(a).

However, faculty members have a right to view their official personnel file maintained by the University. Should a faculty member request their retention, promotion or tenure file, please refer them to Academic Affairs, where the official dossier is maintained. Academic Affairs personnel will schedule a time to review the file on the premises within a reasonable period (normally two weeks). FHB C70, Section 2.1.

# RPT – UNM's Online Dossier and Review Process

The Retention, Promotion and Tenure (RPT) reviews conducted AY2021-22 must use UNM's online system for dossier-building and review management found at [http://rpt.unm.edu](http://rpt.unm.edu). The RPT application, developed by [UNM's Institute of Design and Innovation](), was originally piloted by the School of Engineering (AY 2015-16) and implemented for reviews in all units the subsequent academic year.

Access to the RPT application is controlled by UNM's Central Authentication Service via NetID and password. Within the application, at each level of review, department, college and Provost Office, system administrators control access.

| Candidate Dossier | Department Level Review and Recommendation | College Level Review and Recommendation | University Level Review and Recommendation | Provost Decision |
|---|---|---|---|---|
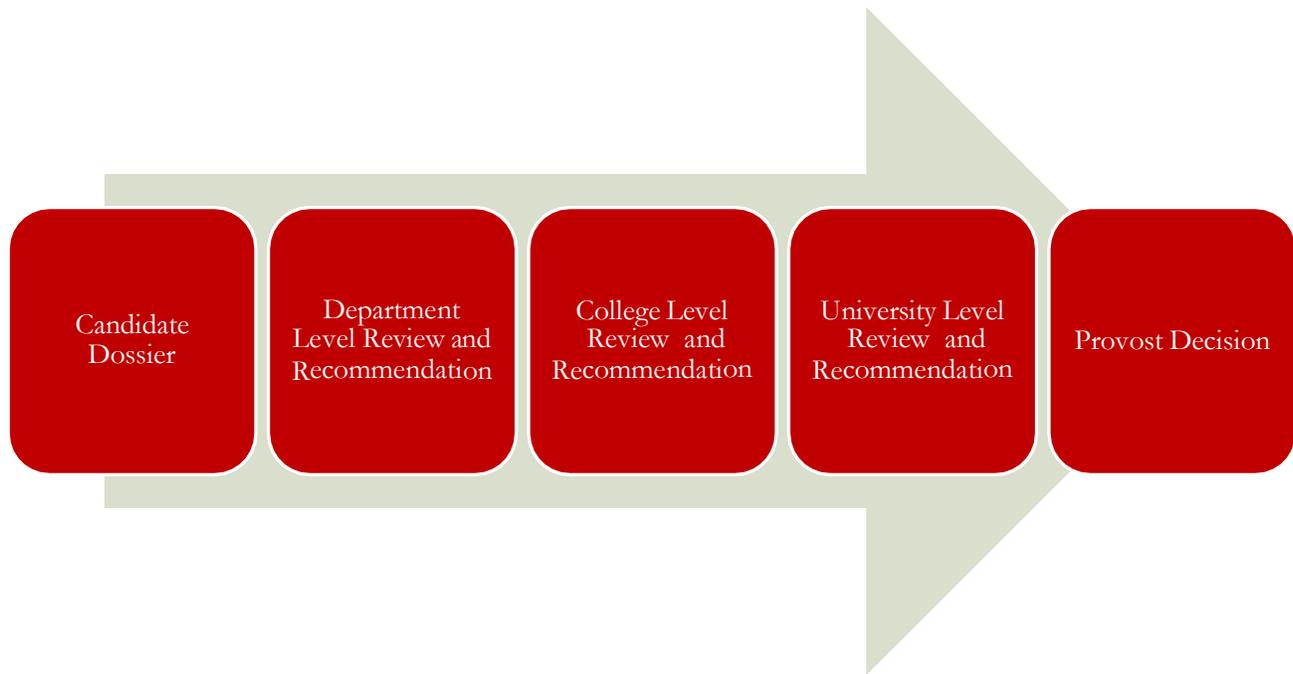
RPT content is organized in tiers which system administrators use to control viewing and the ability to load review materials. As a general rule, reviewers at each level can 'look below' to view earlier reviews, but can never 'look above' to view what subsequent reviews.

# Confidentiality

RPT data are stored in a secure, cloud-based platform under license, ensuring the vendor will not disclose UNM's data which are protected by FERPA (e.g., student teaching evaluations) and data protected by other law (e.g., personnel records). Each candidate is assigned a confidential section in which to assemble their dossier.

It is of utmost importance that department, college, and university reviewers respect the mandate to keep the entire review process, including all materials and deliberations, completely confidential. Any reviewer who fails to do so can be subject to disciplinary action for violating Faculty Handbook policies.

Prior to gaining access to the RPT system, reviewers must affirm that they will protect the candidates' right to content confidentiality. Reviewer opinions shall also be kept confidential from the candidate. FHB C70 Sec. 2.2

# *System Administrators*

Each school and college must submit to Kimberly Kachirisky, Administrative Coordinator, the names of their system administrators for the RPT system as soon as possible, but **no later than August 6, 2021.** Training for those holding system administrator roles is already occurring, and will continue throughout the summer months. Training will be scheduled as soon as a system administrator is nominated.

# *Confirmation of Candidate Eligibility*

Each school and college must submit to Kimberly Kachirisky, Administrative Coordinator, the names of all candidates who will be considered for retention, tenure or promotion of any type during AY2021-22 by **August 6, 2021.** This information will be verified against official tenure clock records maintained by OFAS.

# *Submittal Deadlines*

The deadlines and guidelines for organization and submittal of dossier materials are provided below. Deans are responsible for setting internal deadlines for college-level review. **Please be aware late submissions will not be accepted.**

- *Candidates for Promotion to Professor:* Promotion files (candidate dossier, mandatory external reviews, departmental and/or college reviews and recommendations) are to be completed and fully uploaded in the RPT application for Provost-level access by **5:00 pm on Friday, March 4, 2022.**

   **Colleges and Departments should set deadlines that allow
   sufficient time for review and decision-making to meet
   this and other firm deadlines below.**

- *Tenure and Promotion Candidates:* Tenure and Promotion files (candidate dossier, mandatory external reviews, department and/or college reviews and recommendations) are to be completed and fully uploaded in the RPT application for Provost-level access by **5:00 pm on Friday, March 4, 2022.**

- ***Mid-Probationary Candidates:*** Mid-probationary files (candidate dossier, external reviews if used, department and/or college reviews and recommendations) completed and fully uploaded in the RPT application for Provost-level access by **5:00 pm on Friday, March 25, 2022.**

- ***Lecturer Promotion Candidates:*** Promotion files (candidate dossier, department and/or college reviews, and recommendations) are to be completed and fully uploaded in the RPT application for Provost-level access by **5:00 pm on Friday, April 1, 2022**.

- ***Academic Affairs:*** The Faculty Handbook states that the deadline for the Provost's final decision in retention, tenure and promotion reviews is **June 30, 2022.**

# RPT Organizational Requirements

The Provost recognizes that *no single template* can meet all needs. However, the more consistent the organizational structure is, the more comprehensible and accessible the materials will be for reviewers at every level, especially reviewers from outside the department. Candidates should stay as close to this template as they reasonably can while presenting their record as effectively as possible given discipline/field differences.

The organizational requirements for materials in the RPT application are described below. While compliance with file naming guidelines is strongly recommended, candidates should be assured that the outcome of their reviews will *not* be jeopardized, if file names vary.

## *Candidate Component*

The RPT dossier-builder automatically indexes all PDFs. The only exception is audio and video files, for which links should be provided via an open URL (not password protected). If any materials present unique challenges, especially books for which no PDF version is available for upload, please confer with Kimberly Kachirisky, Administrative Coordinator, for further guidance.

Candidates are encouraged to upload their materials directly, but department or college administrators *may* choose to make themselves available to upload materials, if deemed necessary for consistency and completeness.

Dossier components should be uploaded as segments into the following sections within the RPT application:

- **Curriculum Vitae**
  - File Name CV

- **Teaching Statement or Portfolio** *(follow College or School requirements)*
  - File named: Teaching Statement (or Teaching Portfolio)

- **Teaching Records**
  - **Peer teaching evaluations**
    - Files named: peer teaching evaluation by (reviewer's last name, first initial)
  - **Course/Student Evaluations**
    - *Summary of Student Evaluations (table available in Guidelines Appendix)*
    - File named: summary of student evaluations
    - *Student comments*

- **Course Materials**
  - ***Examples of original teaching materials*** from each unique course taught *(no need to include materials from the same course taught over several semesters)*

    Name each document:
    YYYY_semester_COURSE number_ (title of document)
    Examples:
    2014_spring_ENGL322_syllabus
    2015_fall_CHEM131_final exam
    2016_fall_BIOL402_comments

- **Research/Creative Works Statement**
  - File named: Research (or Creative Works) Statement
  NOTE: Department standards dictate whether this describes research or scholarly/creative works. Articles, books, research grant proposals, etc., if they are to be provided, should be uploaded to the Supplemental Materials section.

- **List of external reviewers** (table available in  Appendix)
  - File named: External Reviewers Summary

**Service Statement**

- File named: Service Statement

### Supplemental Materials

- In most cases, the candidate will suggest what is to be included and will upload this material after consultation with the Chair. However, the Provost's reviewers require that any unpublished material listed on the CV (e.g., works in progress), must be uploaded here. For works that are too preliminary to include as works in progress, please discuss them in the Research Statement rather than listing them on the CV.

- *In general, Supplemental Materials may include the following (and will display to reviewers in the **order of upload**). PLEASE NOTE that the application generates **URL links** to these materials. Reviewers need only click on the link in order to see the supplemental material.*

**Comprehensive List** **of contents** of Supplemental Materials section [required in Arts & Sciences only] (signed by the Chair)

1.) **Books**- Typically, authors can gain access to a PDF version from publishers

   List each as 1.01 (author, title, etc.), 1.02, 1.03, etc., starting with the most recent publication.

2.) **Articles**- List each as 2.01 (details), 2.02, 2.03, etc., starting with the most recent publication

3.) **Research Grants-** List each as 3.01 (details), 3.02, 3.03, etc. starting with the most recent Reviews of grant proposals on manuscripts

4.) Unsolicited letters describing contributions to community, awarding of prizes, gratitude of students and professional colleagues, contracts for future publications

5.) **Other-** List each as 6.01 (details), 6.02, etc. Include links to webpages or external audio or video files here.

## *Department Component*

### 1. **Annual Reviews**

- Chair's summary of candidate's annual reviews or the individual annual reviews from each previous year, per departmental policy.

- For faculty candidate who serve (or have served) as chairs/directors, the annual reviews by the Dean or Director may be included.

2. **External Reviews**

- Each reviewer letter, file named: (last name, initial) review by (reviewer's last name)
- External reviewer CVs (optional)

*NOTE: At least six external reviews are mandatory for Tenure and Promotion/Full Professor files. External reviews may be optional for Mid-Probationary files as determined by local departmental standards. In such cases, please load a statement saying external reviews are not applicable in this instance.*

3. **Department Faculty Vote and Comments**

- Report of department reviewer subcommittee (if used)
- Separate summary of faculty vote
- Individual department reviewer recommendations if used (in A&S, use Committee Confidential Recommendation Forms).

*All written evaluations of tenure candidates submitted by faculty reviewers, chairs and deans should provide a clear statement of the following, and why or why not:*

➤ *Whether the candidate's teaching performance is Excellent, Effective, or Needs Improvement*
➤ *Whether the candidate's scholarly work is Excellent, Effective, or Needs Improvement*

4. **Department Chair Recommendation**

- Chair's recommendation letter, file named: (last name, initial) letter from Chair
  The letter from the Chair will make the case for or against retention, tenure and/or promotion, based on materials and evaluations submitted to date, explicitly compared to departmental standards for same.

*All written evaluations of tenure candidates submitted by faculty reviewers, chairs and deans should provide a clear statement of the following, and why or why not:*

➤ *Whether the candidate's teaching performance is Excellent, Effective, or Needs Improvement*
➤ *Whether the candidate's scholarly work is Excellent, Effective, or Needs Improvement*

# *College or School Component*

## College committee's recommendation and comments

- Summary of college committee recommendation
  - Individual committee reviewer recommendations or committee report as appropriate, file named:(Candidate's last name, first initial) College (or School) Committee review by (reviewer last name, firstinitial)
- Report of departmental personnel/reviewer subcommittee (if used)

*All written evaluations of tenure candidates submitted by faculty reviewers, chairs and deans should provide a clear statement of the following, and why or why not:*

➢ *Whether the candidate's teaching performance is Excellent, Effective, or Needs Improvement*
➢ *Whether the candidate's scholarly work is Excellent, Effective, or Needs Improvement*

## Dean's Recommendation

- Dean's recommendation letter, file named:
  (Candidate's last name, initial) letter from Dean

  - The letter from the Dean will make the case for or against tenure and promotion, based on materials and evaluations submitted to date.

# *Main and Branch Campus-Wide Review Committee Components*

A main and branch campus-wide faculty advisory committee, chaired by the Senior Vice Provost, reviews all retention and tenure and promotion files. In every case, a two-person subcommittee reviews the candidate's file and makes a recommendation. In cases where recommenders split, both offer negative recommendations, or where other questions about the candidate's qualifications are deemed worthy of deeper review, the committee chairperson either resolves the split or moves the file to review by the full committee. In the latter case, the candidate's dossier will be made available to the full committee for discussion and vote. The committee may request additional materials, such as teaching evaluations, annual reviews, or other supplementary materials. The 2-person subcommittee written assessments are loaded into RPT.

Candidates will be officially notified of the Provost's decision **no later than June 30, 2022.**

# OFFICE OF ACADEMIC AFFAIRS

University of New Mexico                 Academic Affairs                 External Reviewers
                                  2021-2022 Academic Year

Candidate:_____ Academic unit:_____ Review: <u>tenure & promotion/promotion</u>
                                                                                          (circle one)

| Reviewer Name | Title/Faculty Rank | Department/Affiliation | *Institution + Carnegie Research Classification – Doctoral Universities (R1, R2) | Reviewer recommended by faculty candidate, department chair, senior faculty member | Brief rationale for recommendation | Response to invitation |
|---|---|---|---|---|---|---|
| Steven Pinker | Johnstone Professor | Department of Psychology | Harvard University/R1 | Faculty Candidate | Distinguished researcher in psycholinguistics | Yes |
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*The majority of external reviewers must be affiliated with R1 institutions.

The University of New Mexico – Scholes Hall Room 240 – MSC05 3400 – 1 University of New Mexico – Albuquerque, NM 87131
Phone: 505 277 2611 – Fax: 505 277 8700 – Email: provost@unm.edu – URL: www.provost.unm.edu

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| University of New Mexico | Academic Affairs | Teaching Summary Table |
|---|---|---|

## 2021-2022 Academic Year

Candidate:_____ Academic unit:_____ Review: tenure & promotion/promotion
(circle one)

Evaluation Kit Data

| Academic Year | Semester | Course Number | Course title | Enrollment UG | Grad | 21-day enrollment | Return rate | Mean Q.1 | Mean Q.2 | Mean Q.6 |
|---|---|---|---|---|---|---|---|---|---|---|
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*EvaluationKit Q1 = Rate the Instructor's Overall effectiveness (5 highly effective – 1 highly ineffective)
EvaluationKit Q2 = How comfortable do you feel approaching the instructor with questions? (5 very comfortable – 1 very uncomfortable)
EvaluationKit Q6 = When compared to other courses how much did you learn in this course? (5 much more – 1 much less)

 **OFFICE OF ACADEMIC AFFAIRS**

## Summary of Student Evaluations of Teaching for Promotion and Tenure Review

*Academic Year 2021-22*

**Name:**

**Department:**

### IDEA

*(\*\* Refer to key at bottom of page)*

| Academic Year | Semester | Course | Course Title | UG or Grad? | 21 Day Enrollment | Number Returned | Average, IDEA A** | Average, IDEA B** | Average, IDEA C** | Summary Evaluation | Average, Discipline |
|---|---|---|---|---|---|---|---|---|---|---|---|
| *Exemplars of teaching evaluations since last milestone review are required. (Add rows as nec.) Include evals from previous institutions, if in another format, in Sup. Matls.* | | | | | | | | | | | |
| *Use grayed out rows to indicate course release; add additional rows as necessary* | | | | | | | | | | | |
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### EvaluationKIT

*(\* Refer to key at bottom of page)*

| Academic Year | Semester | Course | Course Title | UG or Grad? | 21 Day Enrollment | Return Rate | Mean, Q.1 | Mean, Q.2 | Mean, Q.6* | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| *Exemplars of teaching evaluations since last milestone review are required. (Add rows as nec.) Include evals from previous institutions, if in another format, in Sup. Matls.* | | | | | | | | | | | |
| *Use grayed out rows to indicate course release; add additional rows as necessary* | | | | | | | | | | | |
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**Key to IDEA**

IDEA A - Progress on Relevant Objectives IDEA
B - Excellent Teacher
IDEA C - Excellent Course
Summary evaluation - Average of A&D

**Key to EvaluationKit**

Q1 = Rate the Instructor's Overall effectiveness (5 highly effective – 1 highly ineffective)
Q2 = How comfortable do you feel approaching the instructor with questions? (5 very comfortable – 1 very uncomfortable)
Q6 = When compared to other courses how much did you learn in this course? (5 much more – 1 much less)
\*\*Report all converted IDEA averages as "adjusted," not "raw" scores, using the 100-point scale.