

Tenure and Promotion Criteria
Department of Spanish and Portuguese
Adopted April 25, 2002
Revised November 16, 2012

Description of Department

In a large department assigned the duties of educating students in the language, culture, literature and linguistics of Spanish and Portuguese, members are called upon to contribute in many ways to help achieve the department's mission. Departmental business for this large and complex organization is conducted in committees, via e-mail, and in general meetings. All faculty members are expected to participate generously in this governance. Teaching responsibilities are assigned to reflect the department's commitment to excellence in undergraduate and graduate teaching. Therefore, faculty should demonstrate teaching experience, effectiveness, and curricular development at both levels of coursework. The department supports the professional development of its faculty and expects each individual to pursue an active agenda of scholarly work that is balanced and related to his/her fields of expertise and teaching.

The guidelines for tenure and promotion reflect the needs, size, and mission of the department and its unique role on the UNM campus and in the community.

Guidelines

The department adheres to the guidelines outlined in the 1998 Revised Faculty Handbook of UNM and in particular the following:

Section 1.2(a) "The categories in which faculty performance will be evaluated are the following: (1) Teaching, (2) Scholarly Work, (3) Service, (4) Personal Characteristics."

Section 1.2(b) "In order to earn either tenure or promotion or both, faculty are required to be effective in all four areas. Excellence in either teaching or scholarly work constitutes the chief basis for tenure and promotion. Service and personal characteristics are important but normally round out and complement the faculty member's strengths in teaching and scholarly work."

Section 1.2(c) "In those cases in which specific assignments limit the faculty member's involvement in some major area of faculty responsibility, a written understanding to this effect shall be made by the department, approved by the dean and the Provost/VPHS and filed in the office of the Provost/VPHS at the time the assignment is made."

Annual Review

Each year faculty will submit documentation that summarizes their activities for the year in the areas of teaching, research, and service. The report will also include space for objectives for the coming year. The guidelines outlined in the criteria for promotion and tenure will be used to evaluate activities and to determine if any action is to be taken when suitable progress is not made. The Chair makes yearly reports to the Dean about the progress of Lecturers, Tenure-track and Post-tenure faculty. When decisions regarding faculty promotion or promotion and tenure are required, faculty members in the department serve as a committee of the whole and review the candidates' files. All faculty members review the files of Lecturers, faculty at the Associate rank or above review the dossier of candidates for promotion and tenure to Associate professor and

faculty at the Full professor or Distinguished professor ranks review the dossier of candidates for Full Professor.

Lecturers and faculty new to the College of Arts and Science in Fall 2012 are expected to submit a teaching portfolio as part of their annual review. The portfolio should contain a statement of teaching philosophy, documentation of course development, peer evaluations, and student evaluation. Lecturers are evaluated primarily on their teaching and coordinating responsibilities, although they may include activities in research and service as part of their annual evaluation.

Timetable

Lecturers will complete five years of successful reviews to be eligible for promotion to Senior Lecturer and eleven years of service for promotion to Principal Lecturer. Candidates for promotion to Associate Professor will have served six years and will have completed a successful Mid-probationary review in their third year. Candidates for promotion to Full Professor will have served at least five years at the Associate rank and must have support of senior colleagues and the chair in order to pursue promotion.

Teaching and mentoring

The department requires effective teaching of its candidates for promotion and tenure as defined by the Revised Faculty Handbook 1.2.1. According to the Handbook, “*Teaching* includes regularly scheduled undergraduate, graduate, post-graduate and professional instruction, and the advising, direction and supervision of individual undergraduate, graduate, post-graduate, and professional students.” The department also recognizes supervision of graduate teaching assistants, program direction, service learning, field work with students, productions, open lab facilitation, innovative teaching, and developing and maintaining study abroad programs as valuable teaching endeavors. Mentoring and advising students is expected of all faculty members, as is serving on MA and/or Ph.D. committees. If needed, untenured faculty may chair MA or Ph.D. theses after consulting first with the chair and/or mentoring professor(s). Responsibilities and expectations for untenured faculty in supervisory roles should be clearly outlined as per section 1.2(c) of the Revised Faculty Handbook.

The Revised Faculty Handbook defines an effective teacher as someone who demonstrates effective communication skills, shows evidence of strong preparation, presents material that reflects the current state of knowledge in the field, demonstrates classroom management skills, organizes topics in a meaningful sequence, demonstrates an ability to interact with students in an engaging and stimulating manner, and demonstrates a commitment to the discipline. Documentation of effective teaching should include student evaluations, peer evaluations, sample activities, assessments, and course syllabi showing the course’s student learning outcomes.

Scholarly Work

The department utilizes the terms for “scholarship”, “research”, and “creative work” as detailed in the Revised Faculty Handbook 1.2.2(a) and employs the general description for its criteria and evidence from section 1.2.2(b) and (c). However, given the diversity of contributions made by members of the department, scholarly work can also be demonstrated by other appropriate means as documented by the faculty member and supported by evidence. Refereed publications written in Spanish and Portuguese and published abroad or in the US have the same weight as those published in English. Since

many publications in the Humanities have delays of several years, accepted articles or manuscripts carry the same weight as published or digital works.

The decision for tenure and/or promotion is based primarily on work published or presented since the completion of the Ph.D. When a revised, published dissertation is counted toward tenure, there must also be evidence of scholarship beyond the dissertation project. For tenure and promotion, scholarly or creative achievement is a body of work that is recognized by the professor's colleagues and national/international authorities as making a significant contribution to the candidate's field. For promotion to full professor, the research record should show few gaps in productivity and show a trajectory. There must be documentation showing an established reputation as a leading scholar in the candidate's field. This work can be demonstrated in a balanced distribution of the following categories:

Primary sources

Monograph(s)

Refereed publications such as articles in journals, review essays, and conference proceedings

Articles appearing as chapters in refereed edited volumes

Major outside research funding

Critical anthologies and editions

Textbook(s)

Major exhibitions and media productions

Computer websites, games, or other technology

Archival processing, including: arrangement and preservation, indexing, description (finding aid), accessation

Secondary sources

Book reviews, performance reviews, encyclopedia articles, etc.

Other writings in scholarly publications

Other writings in non-scholarly publications

Service

To assure the smooth functioning of the Department, College and University all tenure-track faculty members must serve on committees and participate in the decision-making processes of the institution. Lecturers and untenured faculty are expected to actively and willingly participate in service on such committees after consulting first with the chair and/or mentoring professor(s). Service to professional organizations and relevant service to the community, demonstrate a faculty member's involvement beyond the university and are particularly relevant for promotion. A successful candidate for tenure and/or promotion will present a well-balanced record of service. A successful candidate for promotion to full professor will present a record of visibility and leadership at UNM and leadership in discipline-related professional organizations.

Collegiality

The Department of Spanish and Portuguese fosters the values of the University of New Mexico and the desired personal characteristics of a faculty member as stated in

section 1.2.4 of the Revised Faculty Handbook, which promotes cooperation, intellectual, ethical and moral maturity, mutual respect and support among professional colleagues.

Procedure for Post Tenure Review
Adopted 2002.
Revised November 16, 2012

The Department bases its policy and procedures for Post-Tenure Review on the Faculty Handbook Section B 4.9. According to the General Principles of that policy, “A tenured professor who performs well should be rewarded, and one who performs inadequately should seek or accept help and improve or be subject to dismissal.” Post tenure faculty members are expected to remain active in the areas of scholarship, teaching, and service.

Based on the results of the Annual Review, if deficiencies in research/scholarly work, teaching or service are identified for two consecutive years, the chair will request that a more complete review be undertaken (similar to mid-probationary review). If deficiencies are confirmed, a plan and timetable to remedy the deficiencies must be developed. The faculty member will have a period of two years following the complete review in which to remedy a deficiency by bringing a research agenda to fruition or receiving guidance/ attending workshops on teaching methodologies or increasing participation in service to the department, university or discipline.